Ketab Studio™ User Guide

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Before You Start

Welcome to Ketab Studio™V4.0.

Requirements

- ### Operating System (32-bit or 64-bit)

1. Microsoft Windows 7 Professional 32 system type.
2. Microsoft Windows 7 Professional 64 system type.
3. Microsoft Windows 8 Professional 32 system type.
4. Microsoft Windows 8 Professional 64 system type.

- ### Hardware

The minimum hardware requirements are:

1. Processor: Intel Pentium II processor or equivalent
2. Memory: 1-GB RAM or higher
3. Disk space:

   325-MB without Ketab library

   85-MB for Ketab library

- ### Software (Prerequisite)

1. Microsoft .NET Framework 4.0 Extended.
2. Adobe AIR.
3. Adobe Flash Player.
4. Microsoft office 2007 SP2 or later (used for import/export).

Installation

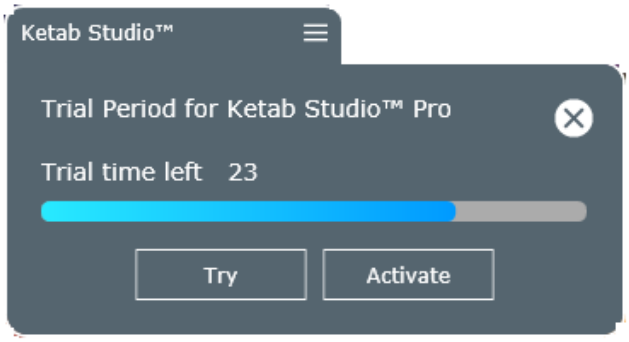
Enter Ketab Studio™ CD to your PC, right click the CD drive and open it, click Intro.exe file. Then, select Ketab Studio™V4 from the displayed window.

Starting Up Ketab Studio™

Once Ketab Studio™ is installed on your computer, you can start it by:

- Clicking with Ketab Pen™ on the Ketab Studio™ icon located on Ketab Board™ or on Ketab Sheets™.
- Clicking on Ketab Studio™ shortcut icon on your desktop.
- Going to: Start\All programs\Ketab Technologies\Ketab Studio™

Note: This window will be displayed; you can use ketab Studio™ trial version for 30 days.



Ketab Studio™ Interface

Ketab Studio™ software consists of three parts; Ketab Studio™ tool box; menu bar and side panel which are located on the page.

1. Ketab Studio™ Toolbox

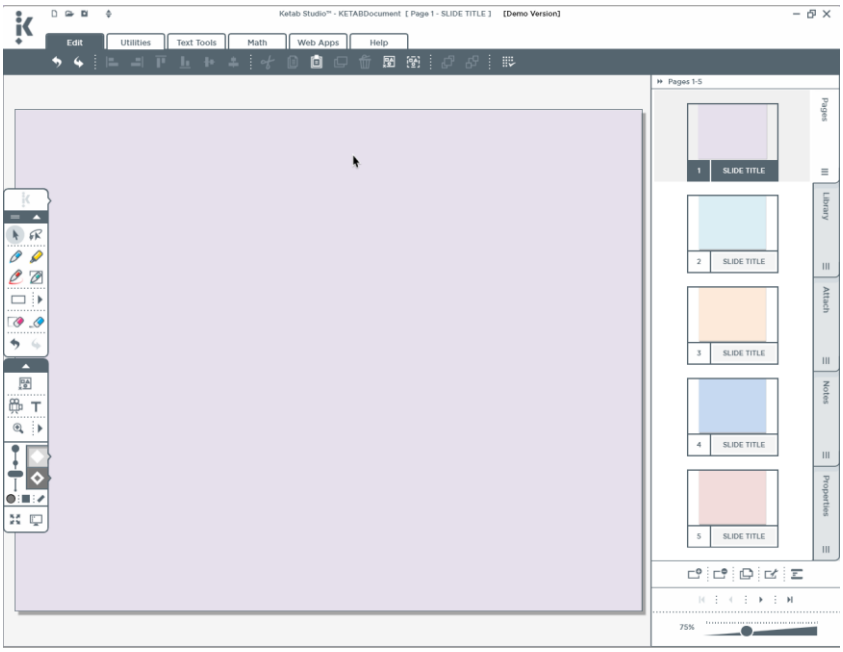
Ketab Studio™ toolbox is a floating toolbox inside Ketab Studio™ located to the left of the screen and contains the basic functions of the software like selection, pen, eraser and text in addition to many other functions. The toolbox could be locked in place, hidden or converted into floating toolbox .Consequently, you have the ability to use the toolbox features outside Ketab Studio™.

2. Menu Bar

Ketab Studio™ menu bar is a ribbon bar that always appears at the top of Ketab Studio™ screen and contains the Edit, Utilities, Text Tools, Math, Apps and Help tabs. The menu bar is hidden when the full screen mode is in use. On the other hand, menu bar can be shown or hidden by using Hide / Show Ribbon icon.

3. Side Panel

Ketab Studio™ side panel is a panel that is located to the right of Ketab Studio™ page and contains the pages, Ketab library, attachments, and note sand properties tabs.



Hide/Show Menu Bar Ribbon

You can minimize or maximize menu bar ribbon by using Hide/Show Ribbon icon.

To minimize or maximize menu bar ribbon:

- Click the Hide/Show Ribbon icon to the left top of Ketab Studio™ window.
- Menu bar ribbon will appear on stage if it is hidden. Or it will disappear if it is displayed.

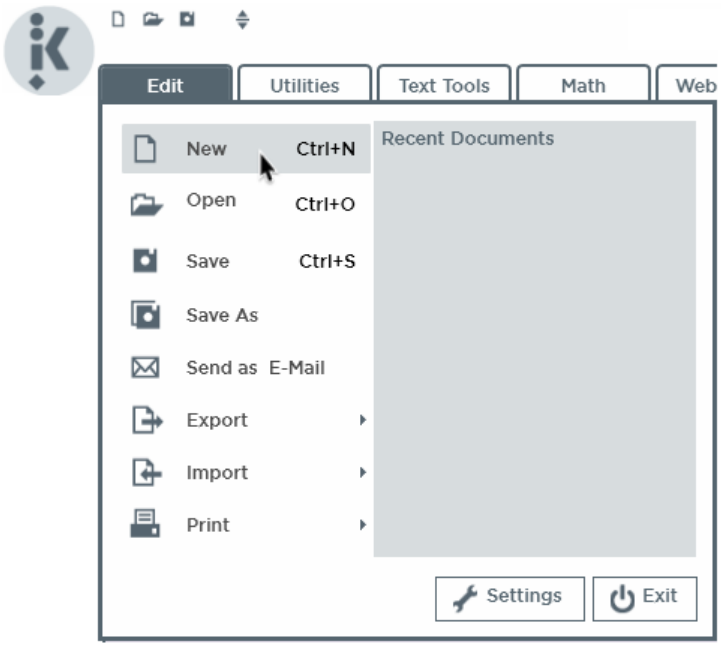
Ketab Studio™ Button

Ketab Studio™ button is located to the upper-left corner of Ketab Studio™ software and contains basic commands like new, open, save, save as, send as email, export, import, print, and settings.

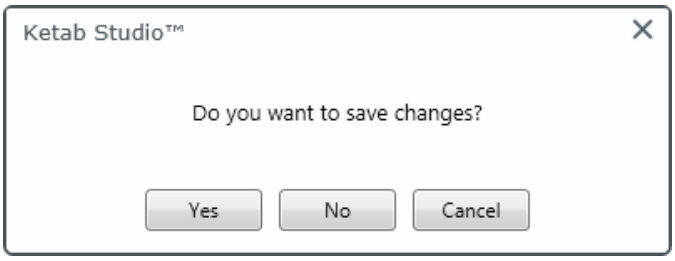
Create a New Ketab Studio™ Project

To create a new Ketab Studio™ project:

- Click the Ketab Studio™ button, and then click **New**



- A dialog box appears asking if you want to save the changes to the current file.



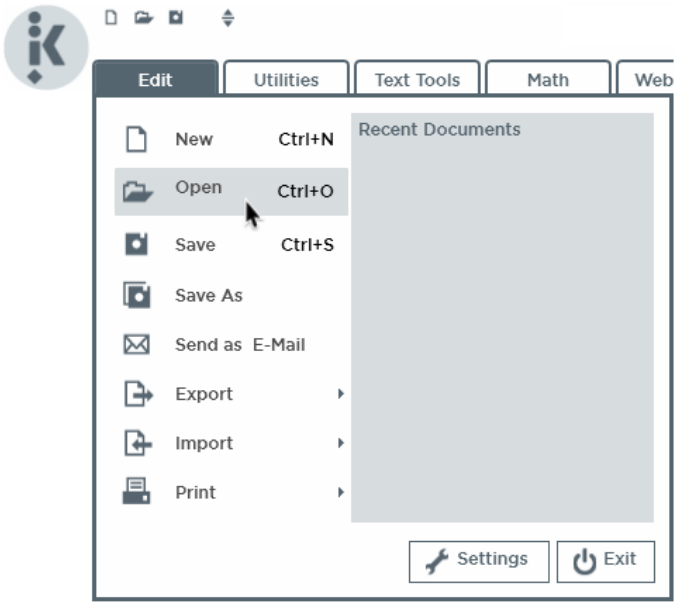
- Choose "**Yes**" to save the current file or the changes made to an already saved one, "**No**" to start a new project without saving the changes made to the last file and "**Cancel**" to cancel the whole process.

  Note: If you choose "**Yes**" and you were saving the project for the first time, the **Save As** window will be displayed. Choose the location in which you want to save your Ketab Studio™ file from the **Save in** field then enter the name of the file in the **File Name** field and click **Save**.

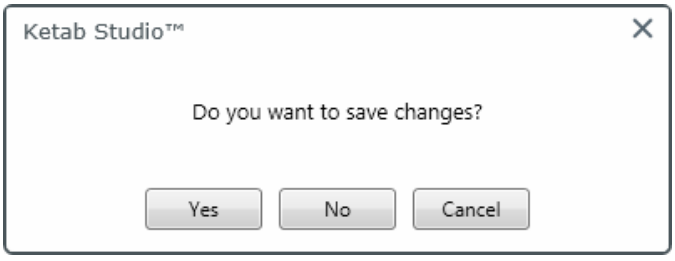
Open a Saved Ketab Studio™ File

To open a saved Ketab Studio™ File or package:

- Click the Ketab Studio™ button , and then click **Open.**



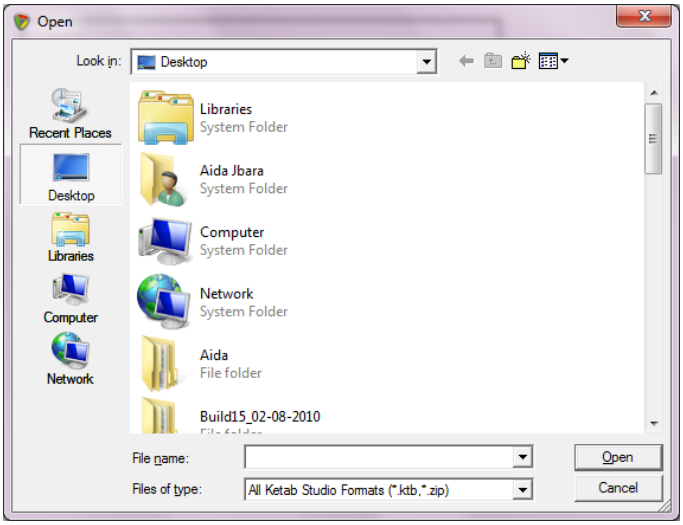
- A dialog box appears asking you if you want to save the changes to the current project.



- Choose "**Yes**" to save the current file or the changes made to an already saved one, "**No**" to open the wanted file without saving the changes made to the last file and "**Cancel**" to cancel the whole process.

Note: If you chose "**Yes**" and you were saving the project for the first time, the **Save As** window will be displayed. Choose the location in which you want to save your Ketab Studio™ file from the **Save in** field then enter the name of the file in the **File Name** field and click **Save**.

- The **Open** dialog box will be displayed. In the **Look in** list, choose the Ketab Studio™ file/package you want to open.
- Click **Open**.

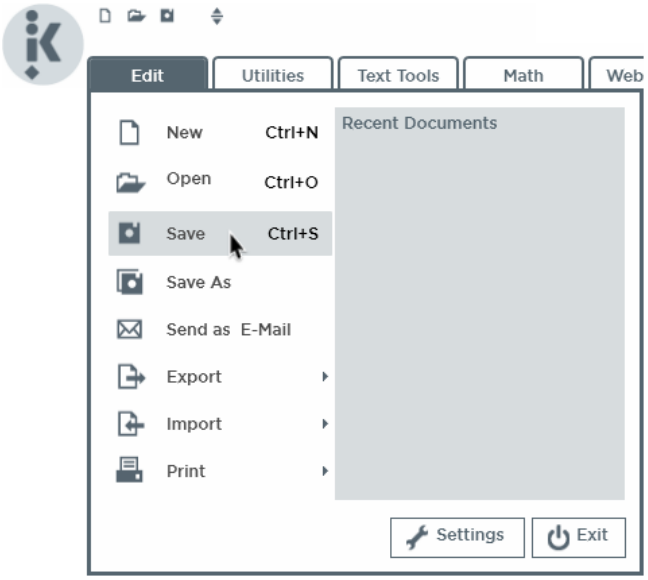


Save a Ketab Studio™ File

Create a file with a specific name and location. Save a new file or save changes or updates to an existing one.

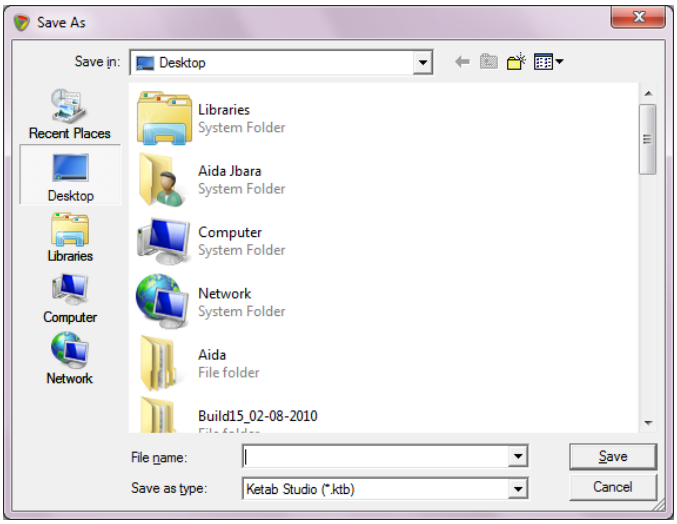
To save a new unnamed Ketab Studio™ file or save changes or updates to a file that has been saved before follow these steps:

- Click the Ketab Studio™ button, and then click **Save.**



- If you are saving new changes to an already saved file, they will be saved immediately upon clicking **Save**.

- If you are saving a file that has not been saved before, the **Save as** dialog box will be displayed when you click **Save**.



- In the **Save in** list, choose a location where you want to save the file.
- In the **File Name** field, enter the name of the file to be saved.
- Click **Save** or click **Cancel** to cancel the saving process.

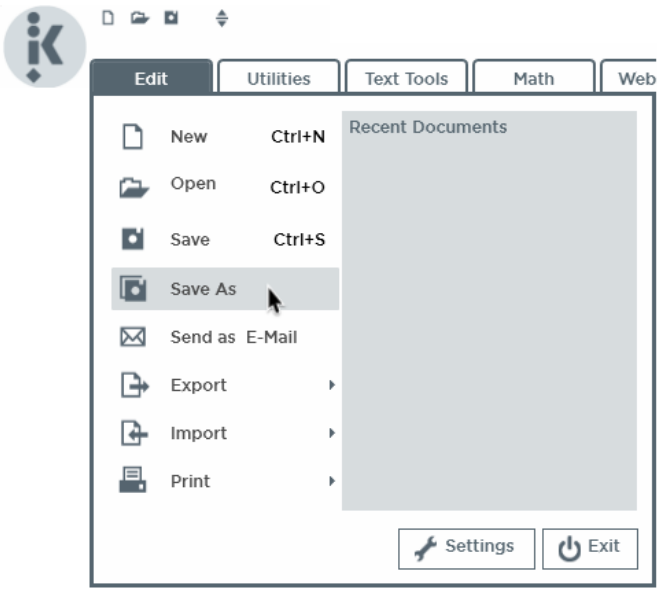
Note: The file will be saved by default as ***.ktb** type.

Save As

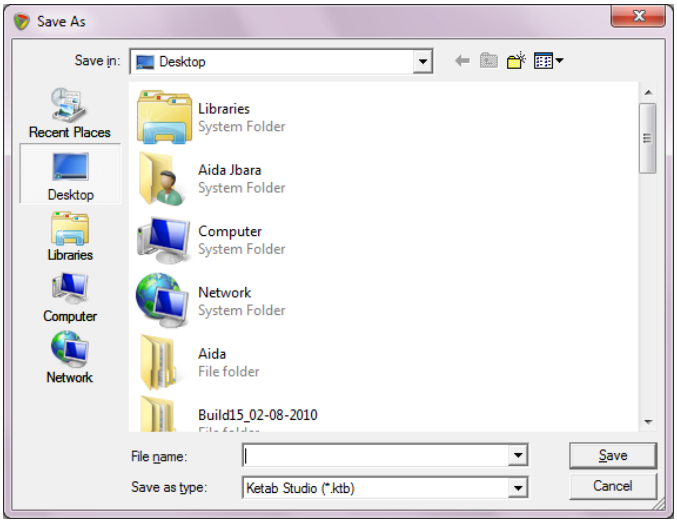
Create a Ketab Studio™ file with a specific name and location or create a copy of Ketab Studio™ file with a different name and location.

To save a new Ketab Studio™ file or a copy of the existing one, follow these steps:

- Click the Ketab Studio™ button, and then click **Save As.**



- The **Save As** dialog box will be displayed.



- In the **Save in** list, choose a location where you want to save the file.
- In the **File Name** field, enter the name of the file to be saved.
- Click **Save** to save the file or click **Cancel** to cancel the saving process.

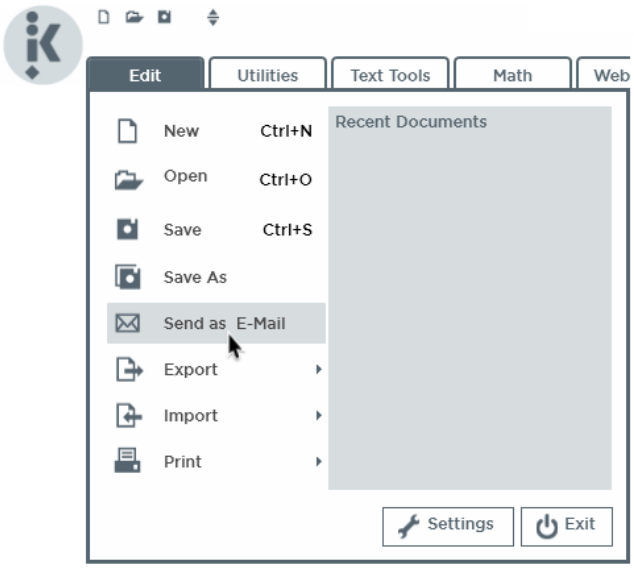
Note: The file will be saved by default as ***.ktb** type.

Send Ketab Studio™ File as E-Mail

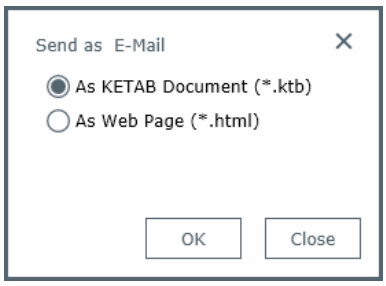
With this feature you have the ability to send Ketab Studio™ file as *.doc or as *.html type via e-mail.

To send Ketab Studio™ file via E-mail:

- Click the Ketab Studio™ button, and then click **Send Mail**



- The following window will appear:

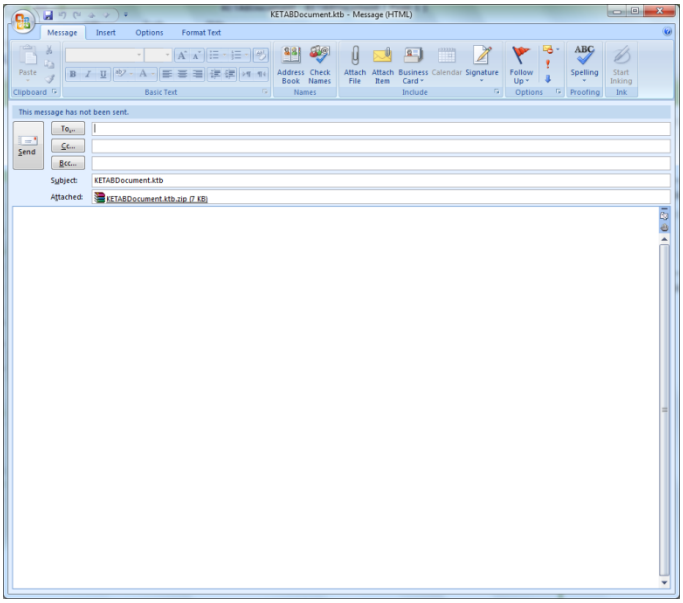


- Choose whether to send the file as a document or as a web page by clicking the radio button next to the option.

Email Ketab Studio™ File as a Document

To send Ketab Studio™ file as a document via e-mail:

- Click the radio button next to **As Ketab Studio™ Document**
- Click **OK** to apply the command or click **Close** to exit without sending the file.
- Once you choose **OK**, the message window will appear:

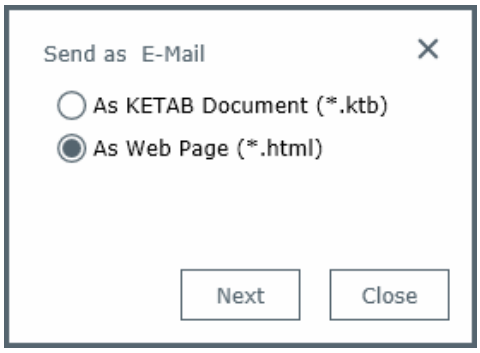


- Enter the e-mail address of the person that you want to send him the file. Then, click **Send** button.

Email Ketab Studio™ file as a web page

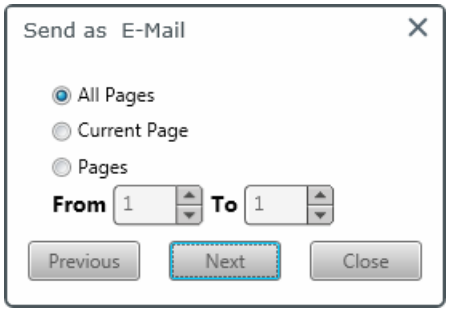
To send Ketab Studio™ file as a web page via e-mail:

- Click the radio button next to **As Web Page**



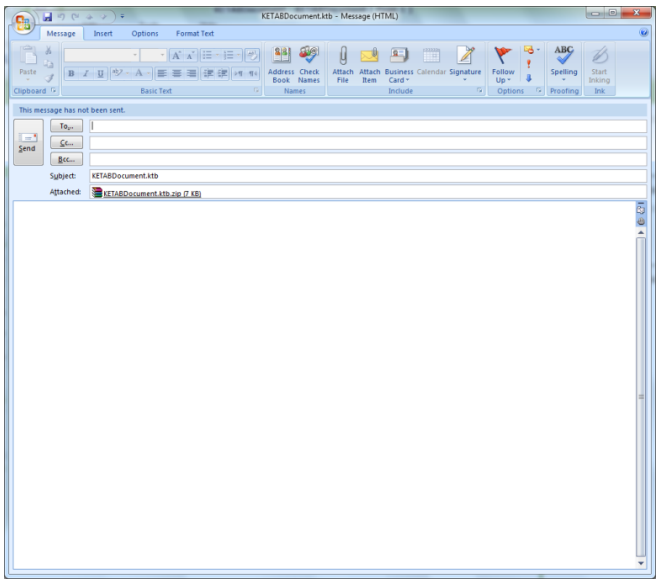
- Click **Next** to apply the command or click **Close** to exit without sending the file.

  Once you choose **Next**, the following dialog box will appear



- To export all Ketab Studio™ pages as a web page choose the **All Pages** radio button, to export the current Ketab Studio™ page choose the **Current Page** radio button and to export a range of pages from a Ketab Studio™ project choose the **Pages** radio button then determine the range of pages to be exported in the **From** field.
- Click **Next** to apply the command or click **Close** to exit without sending the file.

Once you choose **Next**, the message window will appear



- Enter the e-mail address of the person that you want to send him the file. Then, click **Send** button.

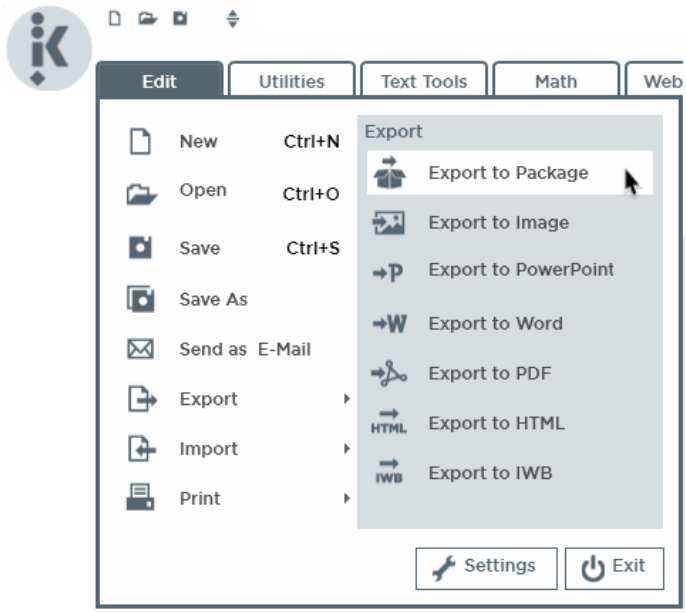
Export and save a Ketab Studio™ Project

Export a Ketab Studio™ Project as Package

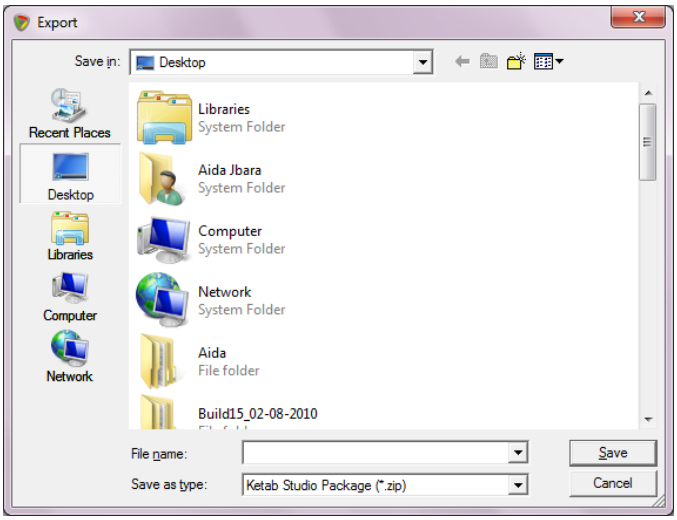
Save a copy of Ketab Studio™ file as a compressed file including all resources such as Multimedia, attachments, etc.

To export a Ketab Studio™ project to a package:

- Click the Ketab Studio™ button, and then click **Export.** A submenu list will be displayed**.** Choose **Export to Package.**



- The **Export dialog box** will be displayed**.**



- In the **Save in** list, choose a location to which you want to export the file as package.

- In the **File Name** field, enter the name of the project to be exported as package.
- Click **Save** to export to package or click **Cancel** to cancel the exporting process.

Note: The project will be saved by default as ***.zip** type.

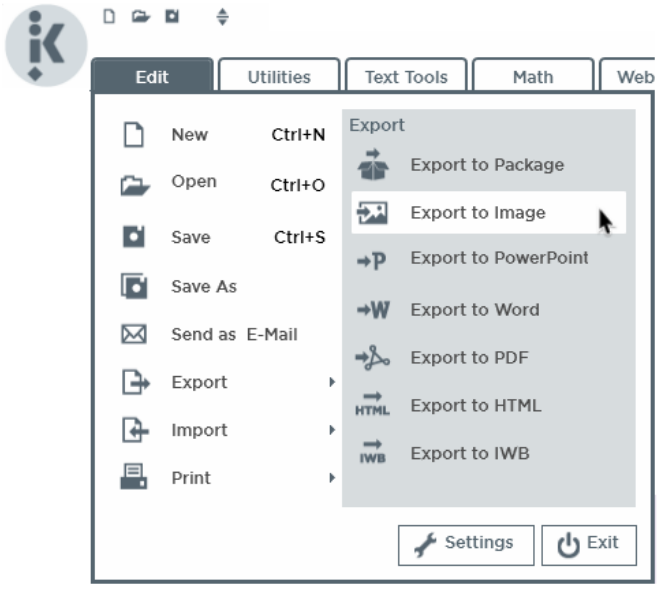
Troubleshooting: Once you transfer saved .KTB file contains video, audio, flash, flash video and GIF to another PC, forbidden icon will appear to indicate your disability to display the file. So, in order to solve such problems, export the .KTB file to package before you transfer it to another PC.

Export Ketab Studio™ pages as Images

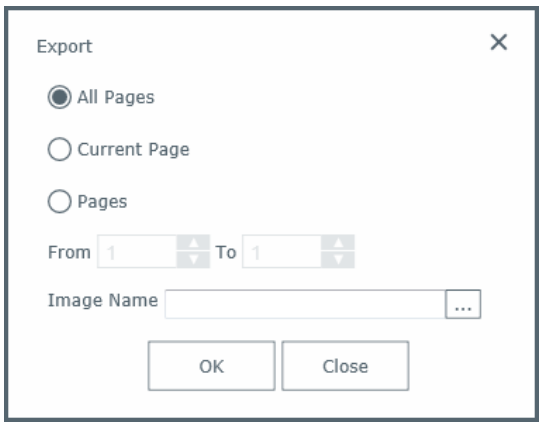
Save a copy of a selected page, range of pages or all pages in Ketab Studio™ file as image in JPEG, PNG or GIF format.

To export an image, page or range of pages:

- Click the Ketab Studio™ button, and then click **Export.** A submenu list will be displayed**.** Choose **Export to Image.**



- The **Export** dialog box will be displayed**.**

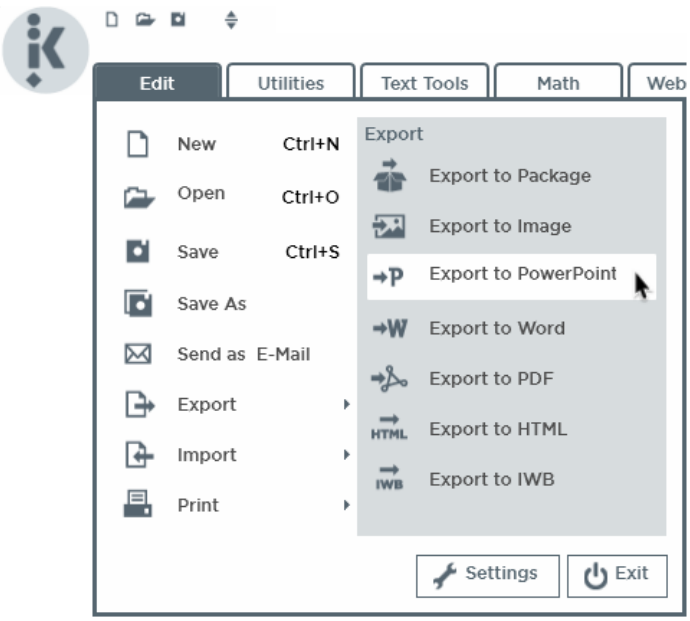


- To Export all Ketab Studio™ pages as images choose the **All Pages** radio button**,** to export the current Ketab Studio™ page choose the **Current Page** radio button and to export a range of pages from a Ketab Studio™ project choose the **Pages** radio button then determine the range of pages to be exported in the **From** field.
- In the **Image Name** field browse the location to which the image will be saved.

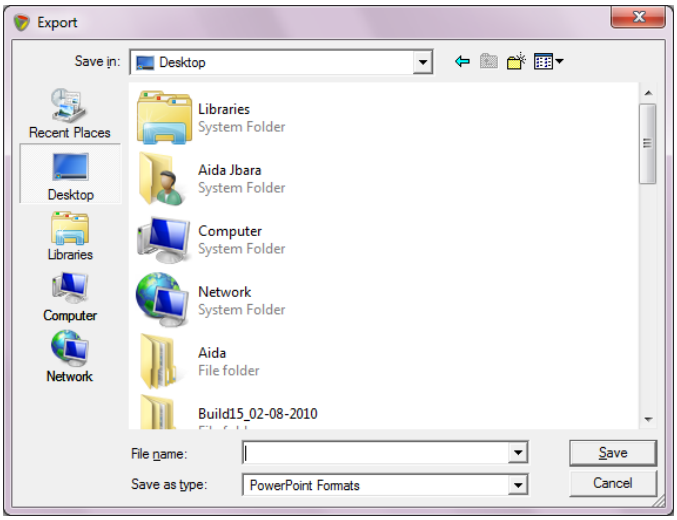
  Upon clicking the browsing button in the **Image Name** field the **Save As** dialog box will be displayed. In the **Save in** list, choose a location where you want to save the image(s) then in the **File Name** field, enter the name of the image(s) to be exported and choose the format (JPEG, PNG or GIF) from the **Save as Type** list then click **Save**.
- In the **Export** dialog box click **Ok** or click **Close** to cancel the exporting process.

Export to PowerPoint

- Click the Ketab Studio™ button, and then click **Export.** A submenu list will be displayed**.** Choose **Export to PowerPoint.**



- The **Export dialog box** will be displayed**.**

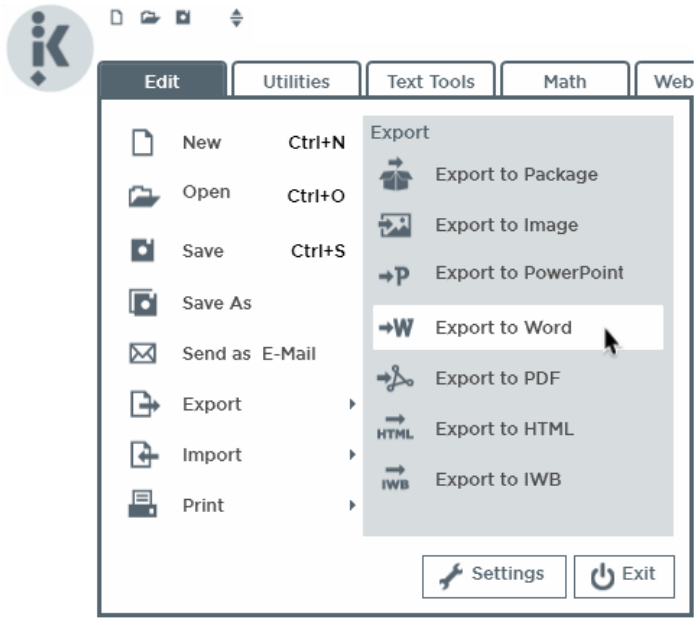


- In the **Save in** list, choose a location to which you want to export the file as PowerPoint.
- In the **File Name** field, enter the name of the project to be exported as PowerPoint.
- Click **Save** to export to PowerPoint or click **Cancel** to cancel the exporting process.

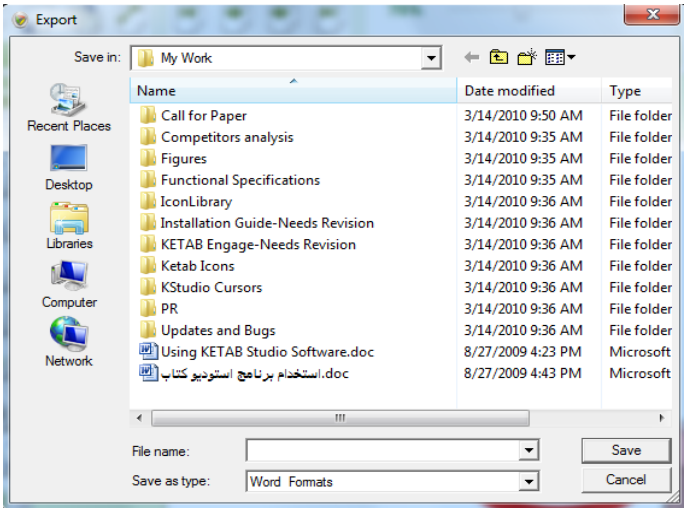
Note: The project will be saved by default as ***.ppt** type.

Export to Word

- Click the Ketab Studio™ button, and then click **Export.** A submenu list will be displayed**.** Choose **Export to Word.**



- The **Export** dialog box will be displayed**.**

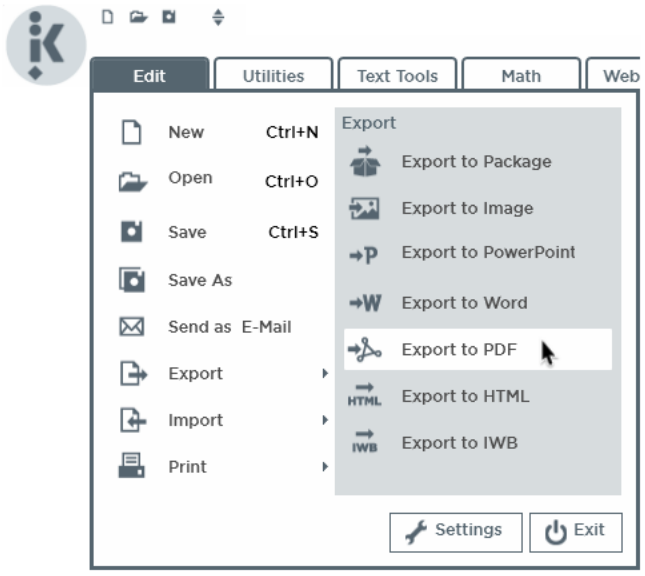

Export
Save in: My Work
Recent Places
Desktop
Libraries
Computer
Network
Name
Date modified
Type
Call for Paper 3/14/2010 9:50 AM File folder
Competitors analysis 3/14/2010 9:35 AM File folder
Figures 3/14/2010 9:35 AM File folder
Functional Specifications 3/14/2010 9:35 AM File folder
IconLibrary 3/14/2010 9:36 AM File folder
Installation Guide-Needs Revision 3/14/2010 9:36 AM File folder
KETAB Engage-Needs Revision 3/14/2010 9:36 AM File folder
Ketab Icons 3/14/2010 9:36 AM File folder
KStudio Cursors 3/14/2010 9:36 AM File folder
PR 3/14/2010 9:36 AM File folder
Updates and Bugs 3/14/2010 9:36 AM File folder
Using KETAB Studio Software.doc 8/27/2009 4:23 PM Microsoft
استخدام برنامج استوديو كتاب.doc 8/27/2009 4:43 PM Microsoft
File name:
Save as type: Word Formats
Save
Cancel

- In the **Save in** list, choose a location to which you want to export the file as Word.
- In the **File Name** field, enter the name of the project to be exported as Word.
- Click **Save** to export to Word or click **Cancel** to cancel the exporting process.

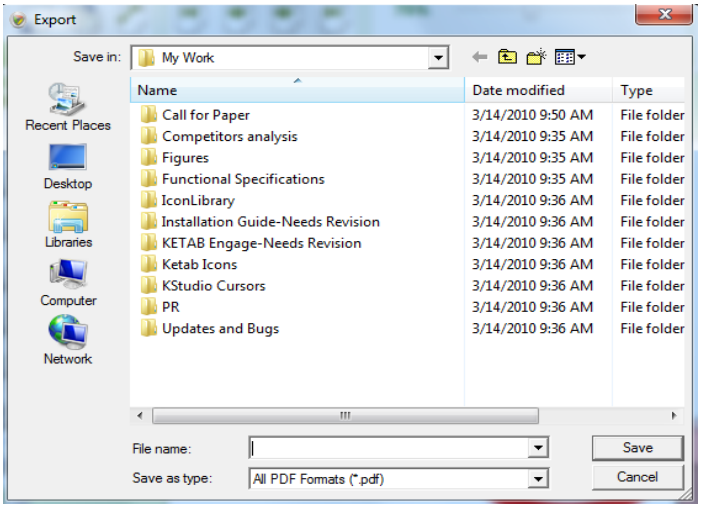
Note: The project will be saved by default as ***.doc** type.

Export to PDF

- Click the Ketab Studio™ button, and then click **Export.** A submenu list will be displayed**.** Choose **Export to PDF.**



- The **Export** dialog box will be displayed**.**


Export
Save in: My Work
Recent Places
Desktop
Libraries
Computer
Network
Name
Date modified
Type
Call for Paper 3/14/2010 9:50 AM File folder
Competitors analysis 3/14/2010 9:35 AM File folder
Figures 3/14/2010 9:35 AM File folder
Functional Specifications 3/14/2010 9:35 AM File folder
IconLibrary 3/14/2010 9:36 AM File folder
Installation Guide-Needs Revision 3/14/2010 9:36 AM File folder
KETAB Engage-Needs Revision 3/14/2010 9:36 AM File folder
Ketab Icons 3/14/2010 9:36 AM File folder
KStudio Cursors 3/14/2010 9:36 AM File folder
PR 3/14/2010 9:36 AM File folder
Updates and Bugs 3/14/2010 9:36 AM File folder
File name:
Save as type: All PDF Formats (*.pdf)
Save
Cancel

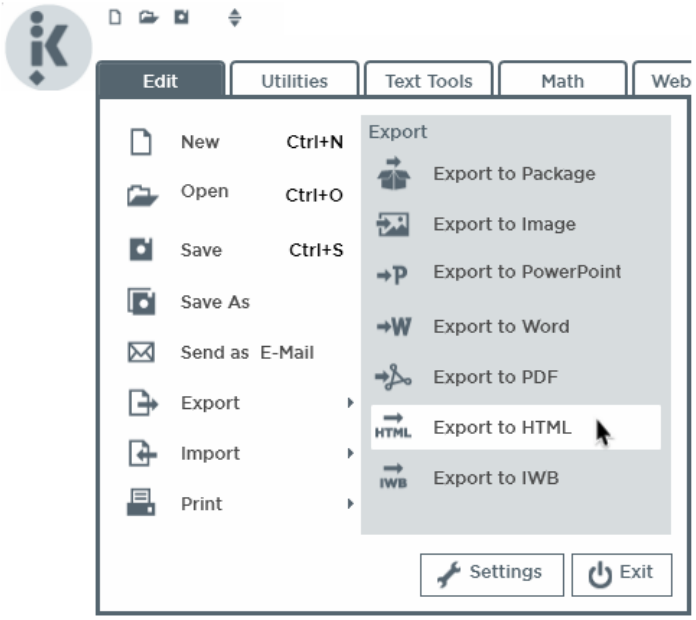
- In the **Save in** list, choose a location to which you want to export the file as PDF.
- In the **File Name** field, enter the name of the project to be exported as PDF.
- Click **Save** to export to PDF or click **Cancel** to cancel the exporting process.

Note: The project will be saved by default as ***.pdf** type.

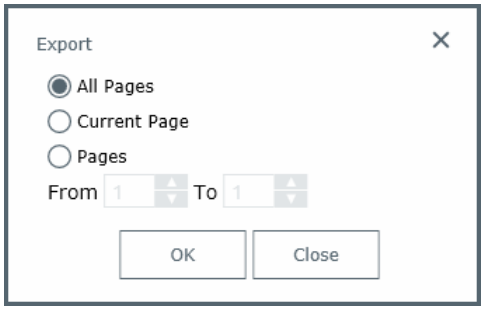
Export to Web Page (HTML)

This feature enables you to export Ketab Studio™ file to a web page ***.HTML** type.

- Click the Ketab Studio™ button, and then click **Export.** A submenu list will be displayed**.** Choose **Export to HTML.**

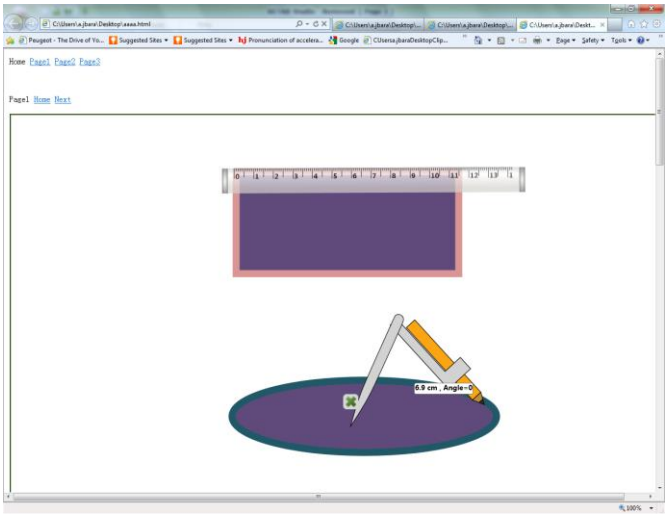


Once you choose **Export** to **HTML**, the **Export** dialog box will be displayed



- To export all Ketab Studio™ pages to a web page choose the **All Pages** radio button, to export the current Ketab Studio™ page choose the **Current Page** radio button and to export a range of pages from a Ketab Studio™ project choose the **Pages** radio button then determine the range of pages to be exported in the **From** field.
- Click **OK** to apply the command or click **Close** to exit without sending the file.

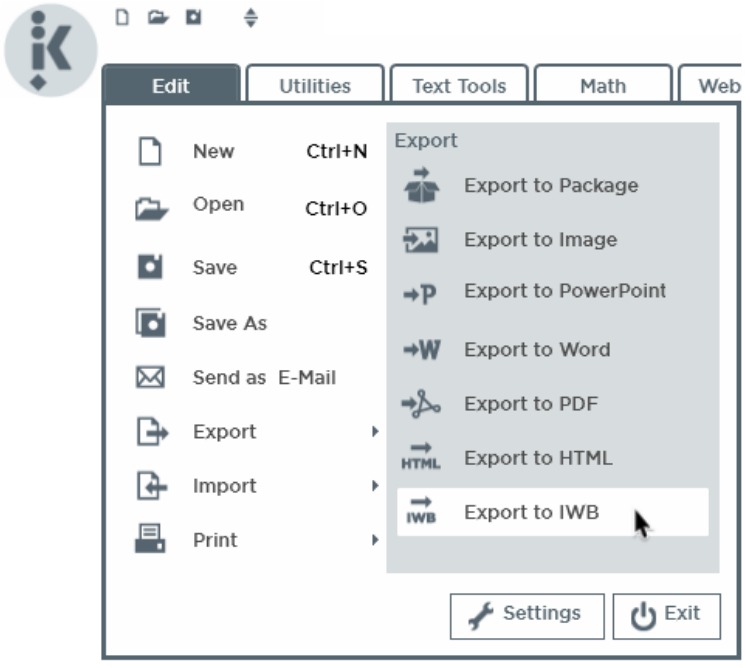
Once you choose **OK**, the E-mail window will be displayed with all Ketab Studio™ pages.



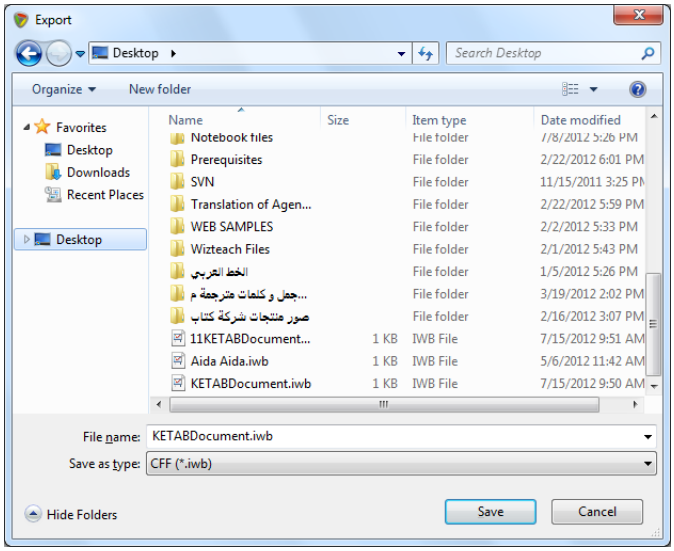
Export to IWB (PRO Edition)

This feature enables you to export Ketab Studio™ file to **IWB** page

- Click the Ketab Studio™ button, and then click **Export**. A submenu list will be displayed. Choose **Export to IWB**.



- The **Export dialog box** will be displayed.



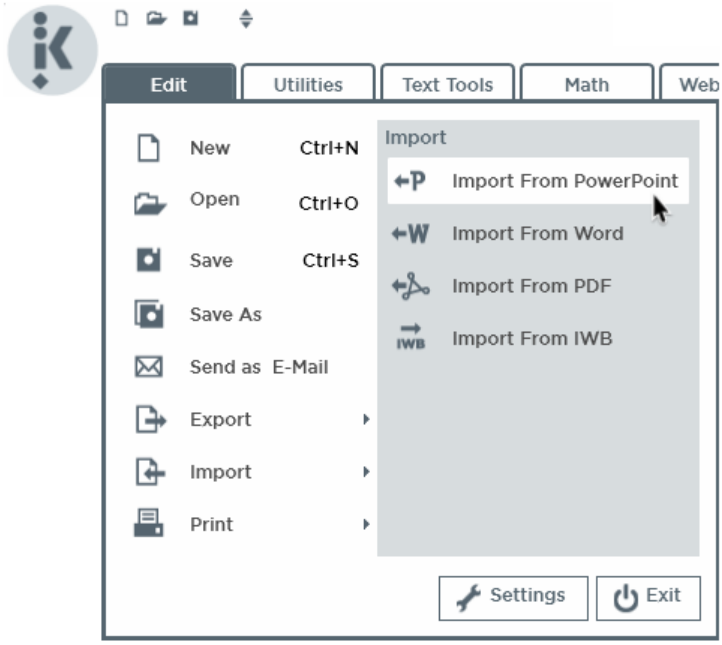
- In the **Save in** list, choose a location to which you want to export the file as **IWB**.
- In the **File Name field**, enter the name of the project to be exported as IWB.
- Click **Save** to export to IWB or click **Cancel** to cancel the exporting process.

Note: The project will be saved by default as *.**iwb** type.

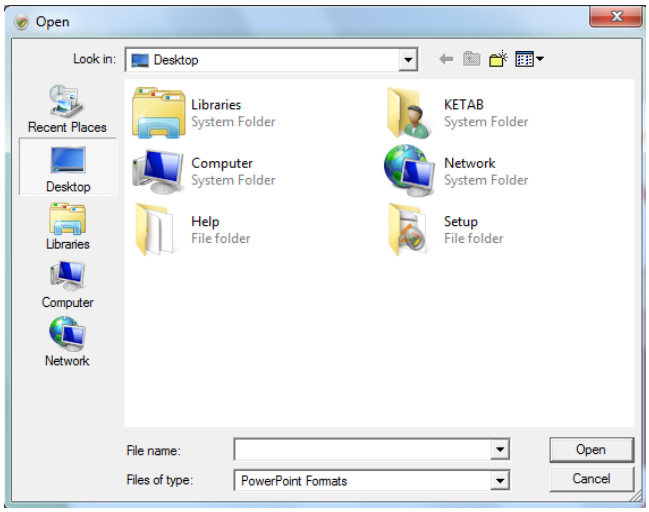
Import Ketab Studio™ pages

Import from PowerPoint

- Click the Ketab Studio™ button, and then click **Import.** A submenu list will be displayed**.** Choose **Import from PowerPoint.**



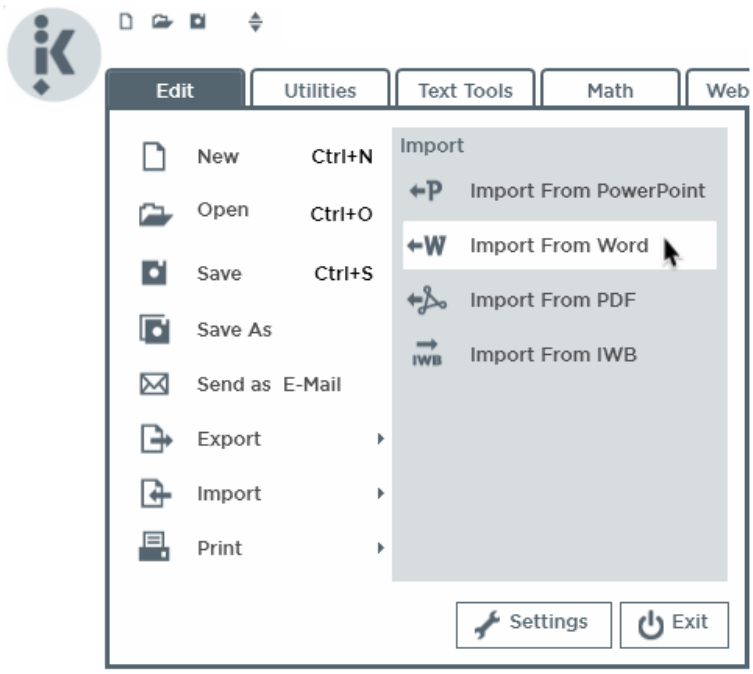
- The **Open dialog box** will be displayed.



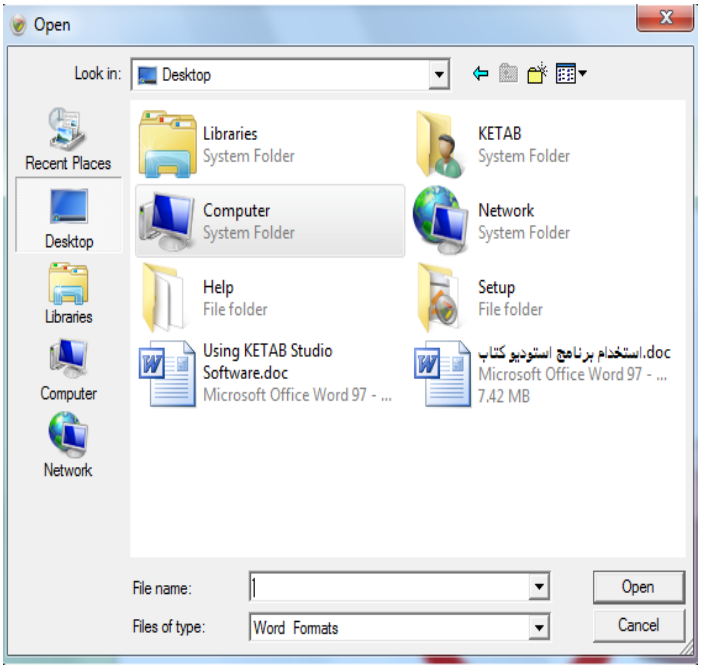
- In the **Look in** list, choose the location from which you want to import the PowerPoint file.
- In the **File Name** field, enter the name of the project to be imported as PowerPoint.
- Click **Open** to import the file or click **Cancel** to cancel the importing process.

Import from Word

- Click the Ketab Studio™ button, and then click **Import.** A submenu list will be displayed**.** Choose **Import from Word.**



- The **Open dialog box** will be displayed.

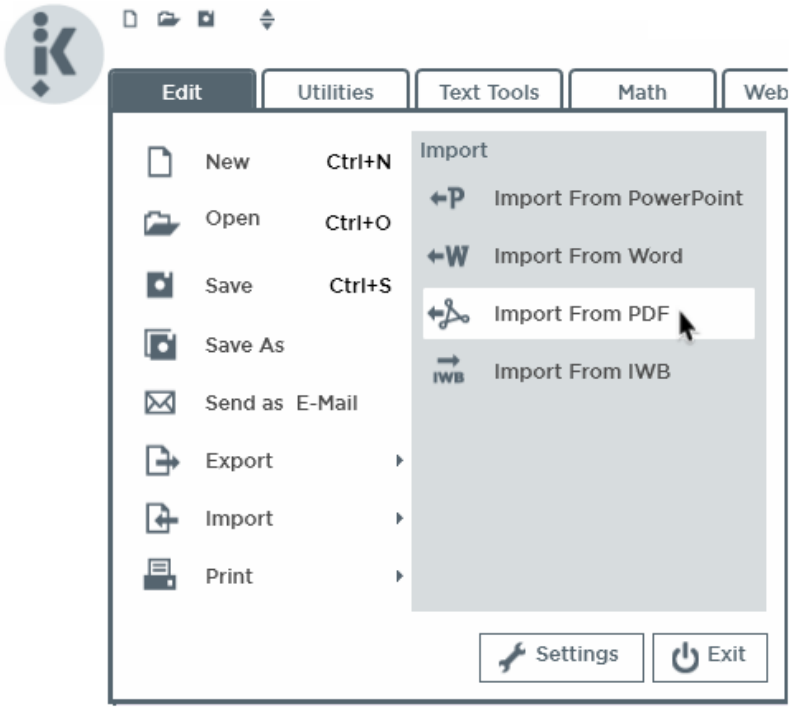


- In the **Look in** list, choose the location from which you want to import the Word file.

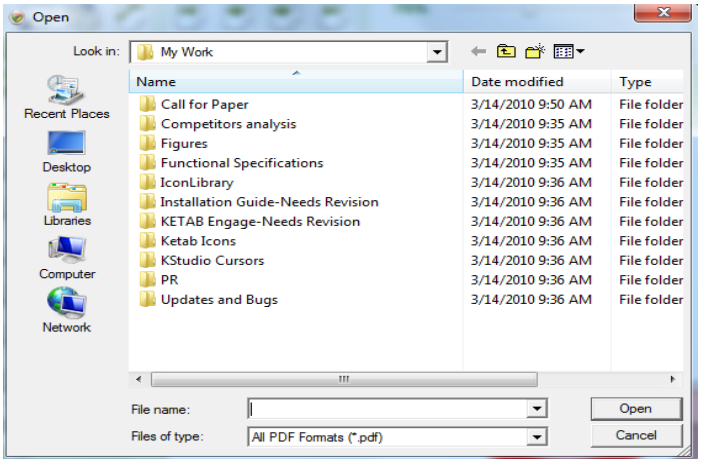
- In the **File Name** field, enter the name of the project to be imported as Word.
- Click **Open** to import the file or click **Cancel** to cancel the importing process.

Import from PDF

- Click the Ketab Studio™ button, and then click **Import.** A submenu list will be displayed**.** Choose **Import from PDF.**



- The **Open dialog box** will be displayed.


Open
Look in: My Work
Recent Places
Desktop
Libraries
Computer
Network
Name
Date modified
Type
Call for Paper 3/14/2010 9:50 AM File folder
Competitors analysis 3/14/2010 9:35 AM File folder
Figures 3/14/2010 9:35 AM File folder
Functional Specifications 3/14/2010 9:35 AM File folder
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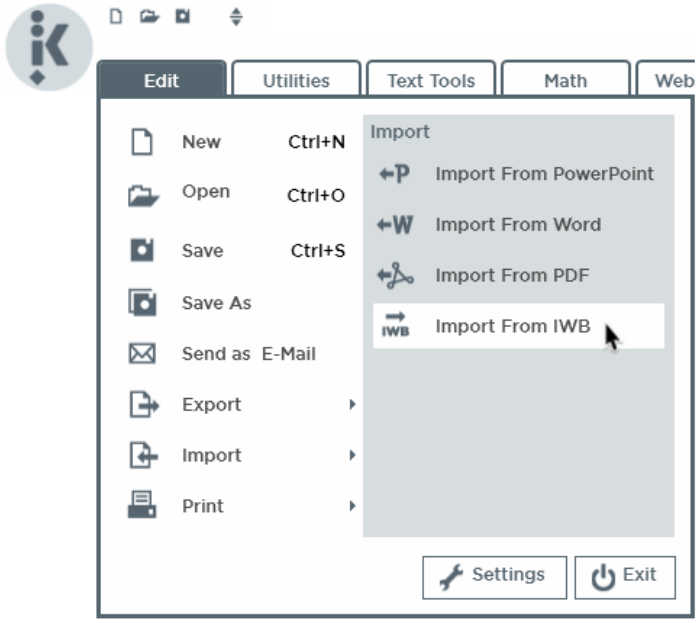
Ketab Icons 3/14/2010 9:36 AM File folder
KStudio Cursors 3/14/2010 9:36 AM File folder
PR 3/14/2010 9:36 AM File folder
Updates and Bugs 3/14/2010 9:36 AM File folder
File name:
Files of type: All PDF Formats (*.pdf)
Open
Cancel

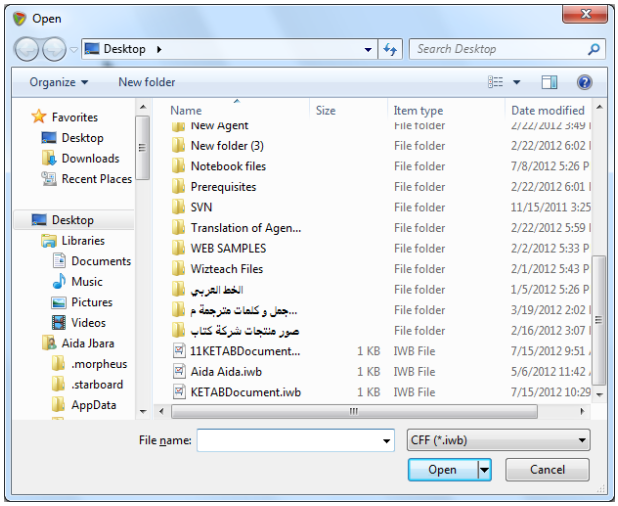
- In the **Look in** list, choose the location from which you want to import the PDF file.
- In the **File Name** field, enter the name of the project to be imported as PDF.
- Click **Open** to extract the file pages or click **Cancel** to cancel the importing process.

Import from IWB

- Click the Ketab Studio™ button, and then click **Import**. A submenu list will be displayed. Choose **Import from IWB**.



- The **Open** dialog box will be displayed.



- In the **Look in** list, choose the location from which you want to import the IWB file.
- In the **File Name** field, enter the name of the project to be imported as IWB.
- Click **Open** to extract the file pages or click **Cancel** to cancel the importing process.

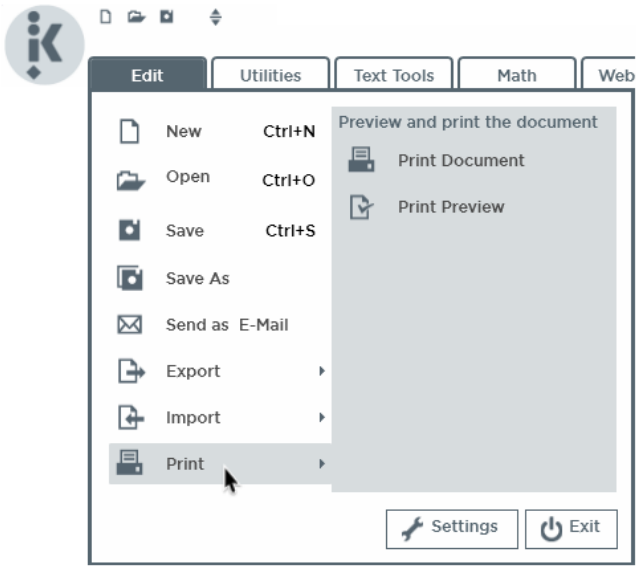
Print Ketab Studio™ Pages

Print Ketab Studio™ Pages

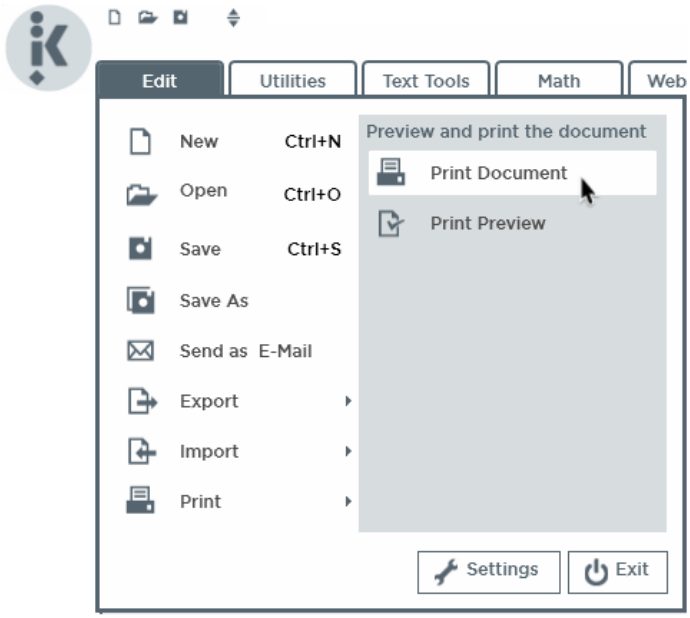
Print one page or the whole Ketab Studio™ file. Select the printer, number of copies and other options before printing. Preview and make changes to the pages to be printed.

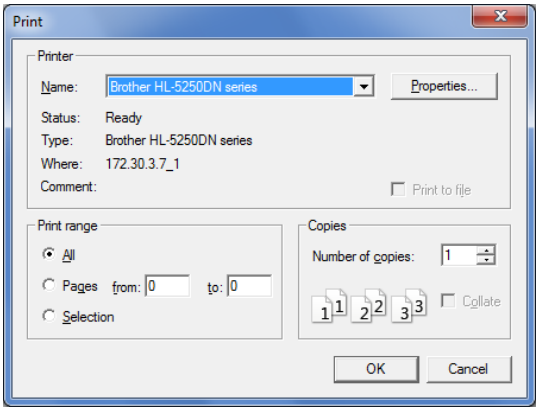
To print a certain page or a group of pages of Ketab Studio™ file:

- Click the Ketab Studio™ button, and then click **Print**



- The **Preview** and **Print** options appear to the right of Ketab Studio™ **Button** list.
- Click the **Print Document** option on the submenu list to display the **Print** window.

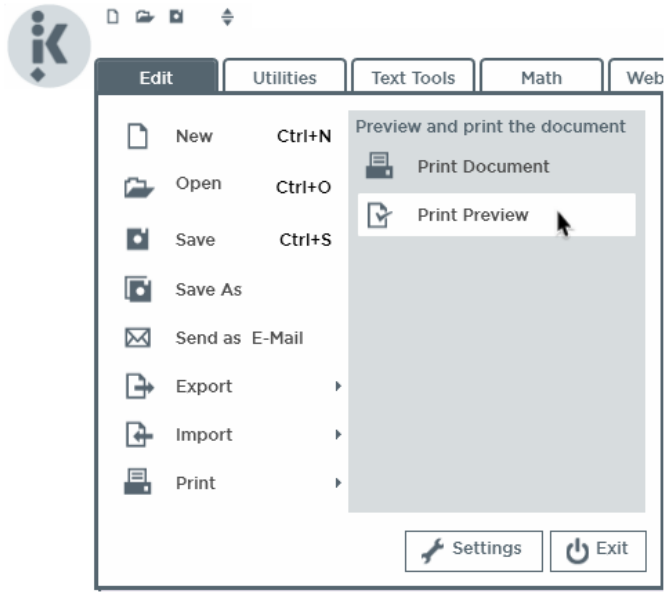


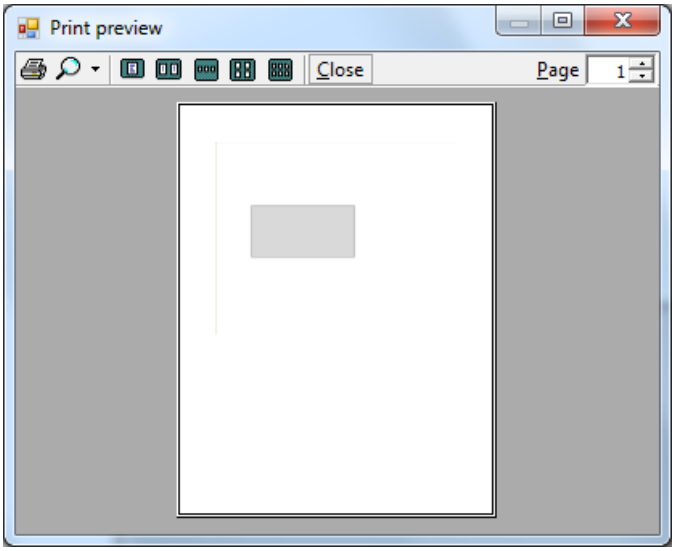


Preview Ketab Studio™ Pages

To preview a Ketab Studio™ pages before printing:

- Click the Ketab Studio™ button, and then click **Print**
- Click the **Print preview** option on the submenu list to display the **Print Preview** window.





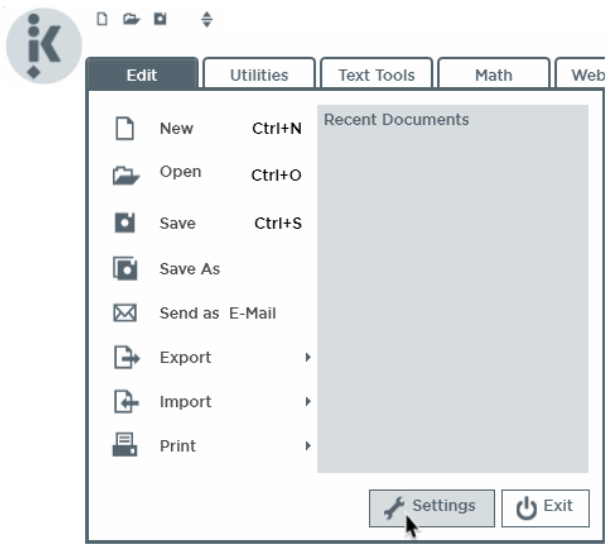
- Using the **Print Preview** toolbar, you can zoom the page(s) in and out, display up to six pages at once and execute the printing order.

Changing Ketab Studio™ Settings

You can change the general settings for the grid, measurement units and pen in addition to enabling the AutoSave, controlling the resolution of Ketab Studio™ and changing its default font**.**

To change Ketab Studio™ settings:

- Click the Ketab Studio™ button, and then click **Settings.**



- The **Settings** dialog box will be displayed.
- Choose the tab that you would like to change its settings as the following:

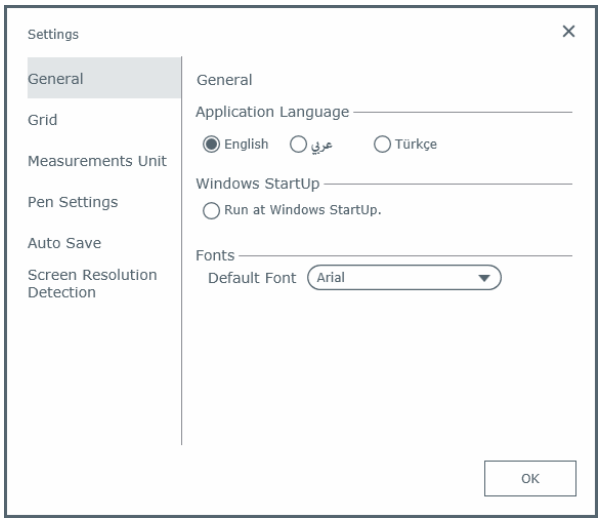
General Tab

Changing the General Settings of Ketab Studio™

Change the language of Ketab Studio™ project from English to Arabic or Turkish and vice versa in addition to enabling Ketab Studio™ to run at windows startup by using **General** tab**.**

To change the language of Ketab Studio™ project:

- Choose **General** tab from **settings** window. Then, choose the language you want to use from **Application Language** group by clicking the radio button next to it.
- Click **OK** to change the language or click **Cancel** to exit without making any change.



To enable Ketab Studio™ to run at windows start up:

- Enable **Run at Windows Startup** by clicking the radio button next to it.
- Click **OK** to apply the changes or click **Cancel** to exit without making any change.

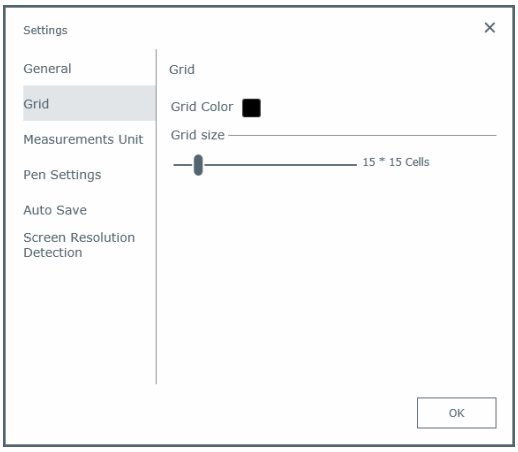
To change the default font:

- Choose **General** tab from the **Settings** window. Then, choose the font from the drop-down menu.

- Click **OK** to apply the font for all the editable texts inside Ketab Studio™.

Grid Tab

You can control the grid settings through **Grid Tab**.



To change the default color:

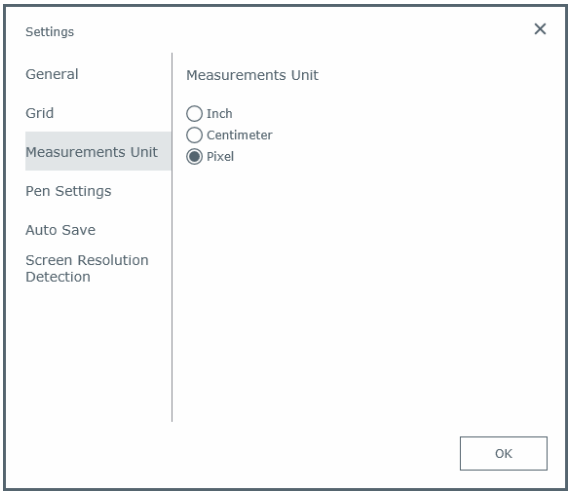
- Choose **Grid** tab from the **Settings** window. Then, choose the color from the color window.
- Click **OK** to apply the font for all the editable texts inside Ketab Studio™.

To change the Grid size:

- Choose **Grid** tab from the **Settings** window. Then, slide the zoom slider right or left to the size you want.
- Click **OK** to apply the size on the grid inside Ketab Studio™.

Measurements Unit Tab

You can select from the **Measurements Units** tab any unit to measure various shapes inside Ketab Studio™.

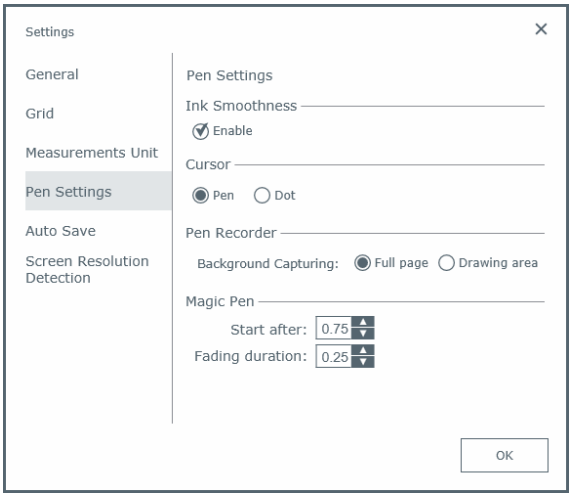


To change Measurements Unit:

- Choose **Measurements Unit** tab from the **Settings** window. Then, Choose the Measurements Unit you want from the menu.
- Click **OK** to apply the Measurements Unit on shapes inside Ketab Studio™.

Pen Settings Tab

You can change pen, cursor, recorder pen, magic pen through the **Pen Settings** Tab .



To enable Ink Smoothness:

- Enable **Ink Smoothness** by clicking the radio button next to it.
- Click **OK** to apply the changes or click **Cancel** to exit without making any change.

To change the curser pen shape:

- Choose **Pen** or **Dot** by clicking the radio button next to it.
- Click **OK** to apply the changes or click **Cancel** to exit without making any change.

To control the pen recorder background capturing:

- Choose ether **Full page** or **Drawing area** by clicking the radio button next to it.
- Click **OK** to apply the changes or click **Cancel** to exit without making any change.

To control magic pen settings

- Determine the time from which the **magic pen** fading will start. Then, set the fading duration.
- Click **Ok** to apply the time or click **Cancel** to exit without changes.

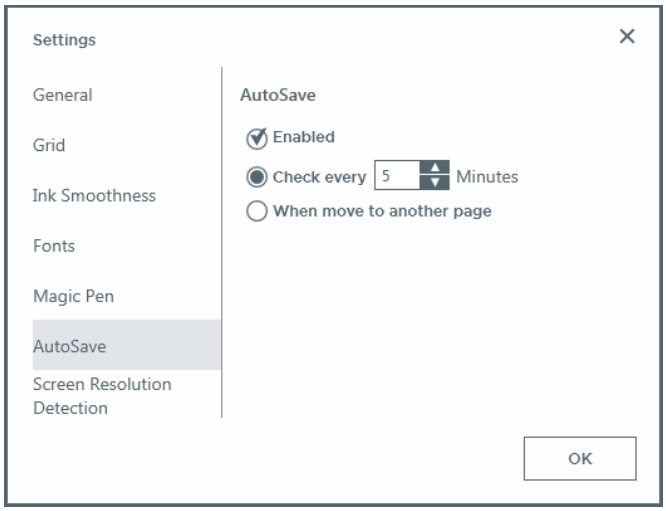
AutoSave Tab

Enabling Ketab Studio™ AutoSave

You can enable Ketab Studio™ AutoSave every specific time or when moving to another page in order to save your work automatically.

To enable the AutoSave of the project:

- Choose **AutoSave** tab from the **Settings** window. Then, Click the **Enabled** checkbox.



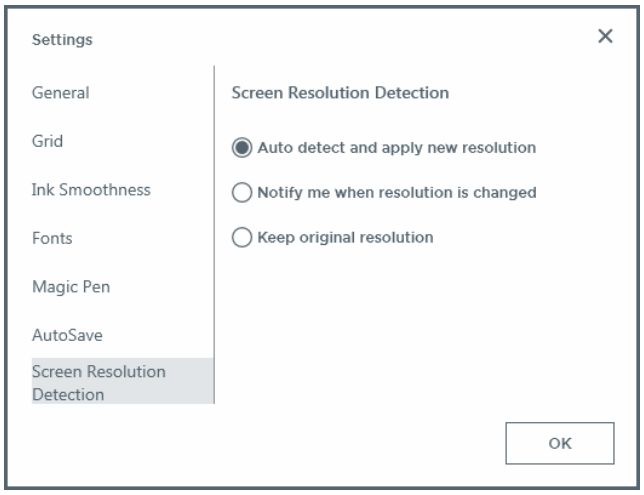
- Choose one of the two options, whether to AutoSave after each specified period of time (you can define the time from the numeric box) or to AutoSave when you move to another page.
- Click **OK** to enable AutoSave or click **Cancel** to exit without making any change.

Control Screen Resolution

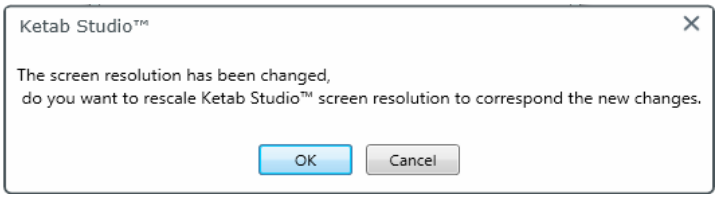
Once the resolution of your PC is changed, while Ketab Studio™ is running, options will be available in front of you to choose whether to keep the current resolution of Ketab Studio™ or to switch into the PC resolution.

To control the screen resolution of the project:

- Choose **Screen Resolution Detection** tab from the **Settings** window.



- Choose one of **Screen Resolution Detection** options:
  - Click **Auto Detect and Apply New Resolution**, if you want to apply the new resolution of your PC to Ketab Studio™ automatically.
  - Click **Notify Me When Resolution Changed**, the following message is display.


Ketab Studio™
The screen resolution has been changed,
do you want to rescale Ketab Studio™ screen resolution to correspond the new changes.
OK
Cancel

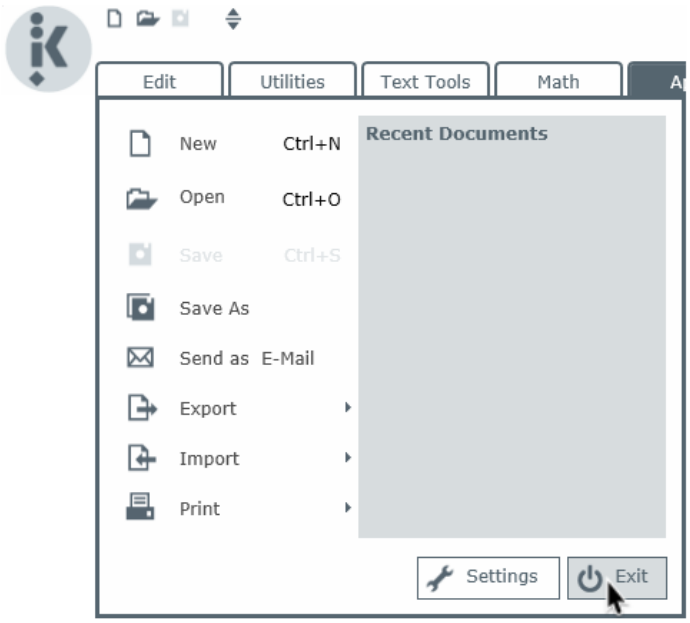
Click **OK** to rescale Ketab Studio™ screen or click **Cancel** to exit without changing the resolution.

- Click **Keep Original Resolution** to keep Ketab Studio™ resolution as it is.
- Choose "**OK**" to apply your option or "**Cancel**" to cancel the whole process.

Exit Ketab Studio™ Project

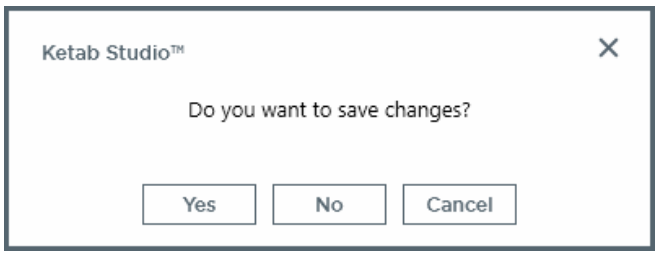
To close Ketab Studio™ file:

- Click the Ketab Studio™ button, and then click **Exit.**



OR

- Click the **Close** icon in the right top of Ketab Studio™ Window
- A dialog box appears asking you if you want to save the changes to the current file.



- Choose "**Yes**" to save the current file.

OR

- Choose **"No"** to close the current project without saving the changes made to the last file.

OR

- Choose **“Cancel”** to cancel the exit process.

Note: If you chose “**Yes**” and you were saving the file for the first time, the **Save As** window will be displayed. Choose the location in which you want to save your file from the **Save in** field then enter the name of the file in the **File Name** field and click **Save**.

Ketab Studio™ Toolbox

Ketab Studio™ **Toolbox** is located to the left of the screen and designed to access a variety of essential tutorial features and modes. In addition, you can use all of toolbox features on any opened window outside Ketab Studio™ without any exceptions.

Hide/Show Ketab Studio™ Toolbox

You can keep Ketab Studio™ **Toolbox** expanded on stage or you can collapse it to the extent.

To Expand/Collapse Ketab Studio™ Toolbox:

- Click the **Hide** button to hide all the toolbox features.
- Click the **Show** button to show all the toolbox features.

Make Ketab Studio™ Toolbox Floating

You can move Ketab Studio™ **Toolbox** freely and locate it anywhere on page.

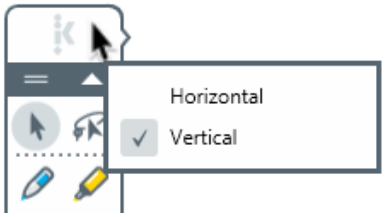
To make Ketab Studio™ Toolbox floating:

- Hold down the **Dragging area** in the top of the **Toolbox** then drag it anywhere on the page.

To make Ketab Studio™ Toolbox in a vertical or horizontal position on the page:

- Right click the top of the **Toolbox**.

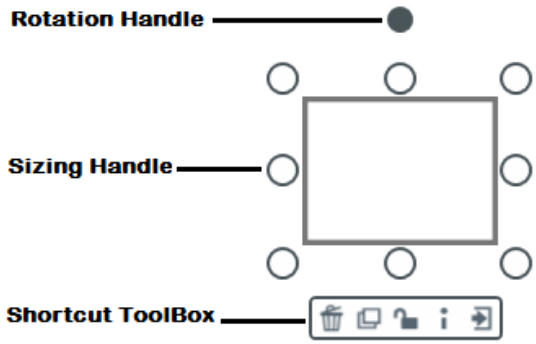
- From the shortcut menu, choose **Vertical** or **Horizontal** option.



Selection

Use the Selection mode to select an object, deselect an object or select an area on the page.

If you want to move, rotate or edit an object, you must select it first. You can select one object, several objects or all the objects on Ketab Studio™ page. When you select an object it becomes surrounded with a selection rectangle having sizing handles and a rotation handle in addition to a shortcut toolbox containing basic commands such as delete, duplicate, lock and capture background.



The selection mode include; **Area Selection** and **Free Selection**.

Area selection

To select an object using the Area Selection mode:

- Click the **Area Selection mode** on the **Toolbox**.
- On the page, click any object you want to select.

To select more than one object:

- On the page, drag while holding the mouse down to include the objects you want to select. The objects will be selected as a group with one selection rectangle. Any function you want to apply, it will be applied to the entire object group; i.e. if you choose the **Delete** command all the selected group will be deleted.

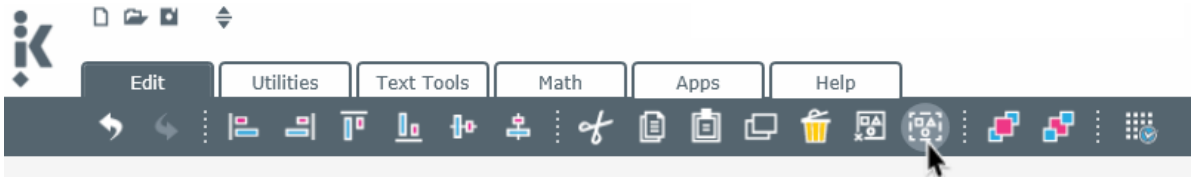
Note: Objects that are locked in place cannot be selected.

To select all the objects on Ketab Studio™ Page:

- On the page, drag while holding the mouse down to include all the objects. The objects will be selected as a group with one selection rectangle.

OR

- From the **Edit** Tab on the **Menu Bar**, click the **Select All** button.
- All objects except of those locked in place will be included in the selection.

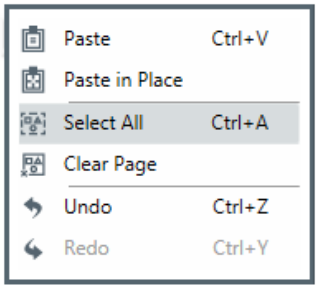


OR

- Press the **Ctrl+A** key on the key board.

OR

- Right click Ketab Studio™ page and choose the Select All command from the displayed menu.



Free Selection

Select an object(s) by dragging a marquee around it.

To select a single object on Ketab Studio™ page using the Free Selection mode:

- Click the **Free Selection** mode on the **Toolbox**.

- Draw a marquee around the object you want to select or click the object.

To select more than one object/all objects using the Free Selection mode:

- Click the **Free Selection** mode on the **Toolbox**.
- On the page, draw a marquee around the objects you want to include in the selection. The objects will be selected as a group with one selection rectangle. Any function you want to apply, it will be applied to the entire object group; i.e. if you choose the **Delete** command all the selected group will be deleted.

NOTES:

- Objects that are locked in place cannot be selected.

Draw Freehand Objects Using the Pen Mode

Use the Pen mode to draw and write freely on Ketab Studio™ page with multiple colors and line shapes. The **Pen** by default uses the current line color, width and shape.

To draw or write on Ketab Studio™ page using the Pen mode:

- Click the **Pen** mode on the **Toolbox.**
- On the current page draw any object you want.

NOTES:

- You can move the object you draw using **Pen** anywhere by dragging it.
- You can select the object you draw using **Pen** and thus you can resize and rotate it around its pivot point in addition to editing it using the shortcut toolbox that appears upon selecting the freehand object.
- You can change the **Pen** line color, width, and shape.

Highlight Objects using the Marker mode

Select the **Marker** mode and Highlight objects freely on the page. The Marker mode provides a highlighting pen with multiple colors that is used to highlight objects like texts and other areas of the page.

The **Marker** by default uses the current line color, width and shape.

To highlight objects or areas on Ketab Studio™ page using the Marker mode:

- Click the **Marker** mode on the **Toolbox.**
- On the current page highlight any object or area you want.

NOTES:

- You can select the object you draw using **Marker mode** and thus you can resize and rotate it around its pivot point in addition to editing it using the shortcut toolbox that appears upon selecting the freehand object.
- You can change the **Marker** line color, width and shape.

Moving, Resizing and Rotating Freehand Objects

Moving a Freehand Object

To move a freehand Object drawn by Pen or Marker:

- Point to the freehand object you want to move (drawn by Pen or Marker), then hold down the mouse and drag the text to its new location on page.

OR

- Select the freehand object you want to move by clicking it.
- Point to the selected freehand object, when the pointer becomes a , hold down the mouse and drag it toward its new location on page.

To move many freehand Objects drawn by Pen or Marker altogether:

- Select the Freehand objects you want to move (drawn by Pen or Marker) by using free or area selection.

- Point to the selected objects, when the pointer becomes a , hold down the mouse button and drag to any location on page.

Note: Separated letters for the same word are considered many objects.

Resizing a Freehand Object

To resize a freehand object drawn by Pen or Marker:

- Select the Freehand object you want to resize.
- Sizing handles appear on the sides of the object.
- Point to one of the sizing handles, when the sizing pointer becomes a ⟷ drag the handle to make the object larger or smaller.

Rotating a Freehand Object

To rotate a Freehand Object drawn by Pen or Marker:

- Select the Freehand object you want to rotate.
- A rotation handle appears on top of the object's shortcut toolbox.

- The freehand object rotates around its pivot point (appears while rotating) wherever it is. So, move the pivot point from the center of the freehand object into the place where you want the object to be rotated around, or keep it in the center to rotate the freehand object around itself

- Point to the rotation handle, then when the pointer becomes , the pivot point will appear. Hold the mouse down and drag it toward the direction that you want to rotate the object.

Magic Pen (PRO Edition)

Magic pen is a fading pen that enables you to annotate and make notes disappear within few seconds without damaging your files or the look of Ketab Studio™ stage.

To annotate using the magic pen:

- Click the **magic pen** mode on the toolbox.
- On the current page annotate and write whatever you want to explain your lesson.

Notes:

- You can control when to start the magic pen fading and the fading duration from settings command that located inside Ketab Studio™ button.

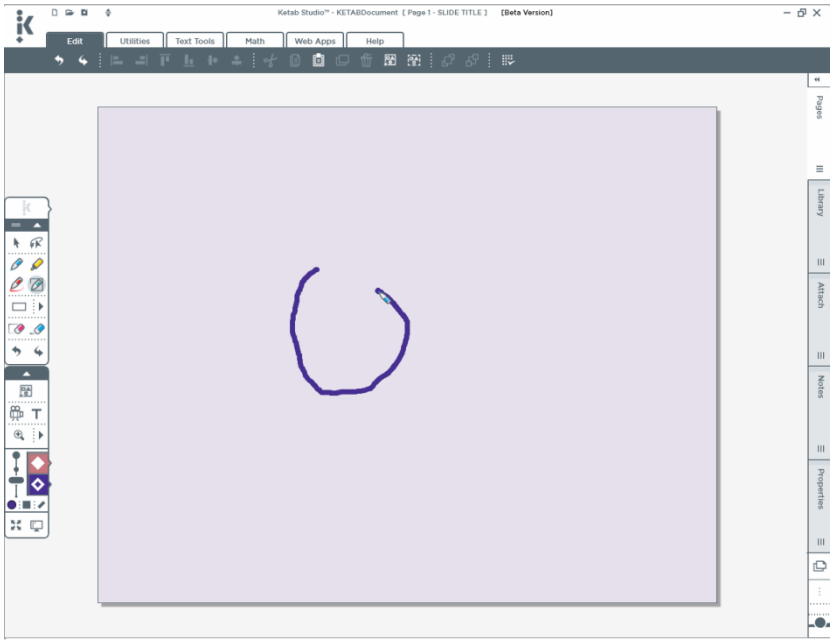
- You can change the magic pen color, width and shape.

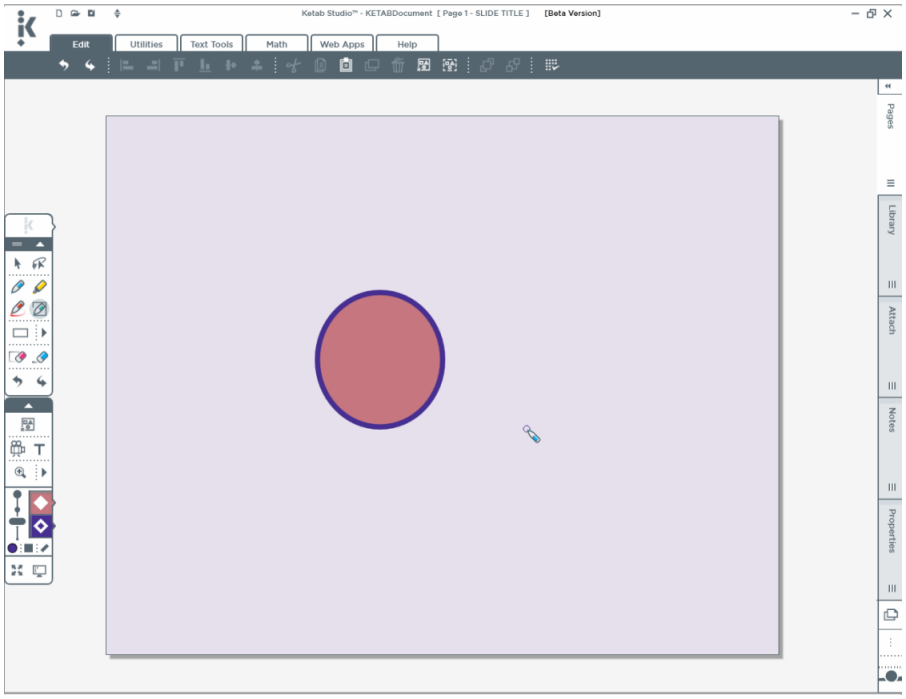
Shape Recognition

Draw on page an object that is automatically recognized into a shape. The **Shape Recognition** mode recognizes the triangle, rectangle, circle, parallelogram, diamond, pentagon, hexagon and trapezoid shapes.

To use the Shape Recognition mode:

- Click the **Shape Recognition** mode on the **Toolbox**.
- Draw an object (e.g. a circle) on the page.
- When you draw the object (the circle) it will be immediately recognized and transformed into a shape taking the same dimensions of the original drawing.





NOTES:

- The recognized shape can be selected and thus moved, resized, rotated around its pivot point and also edited using the shortcut toolbox that appears upon selecting the shape.
- You can change the **shape** fill color, line color, width and style.

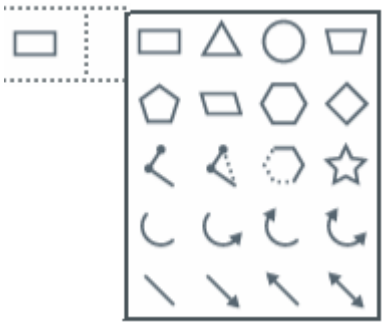
Insert Shapes into Ketab Studio™ Page

Insert different shapes and lines with defined colors, widths and styles into Ketab Studio™ page and be able to move, rotate and resize it in addition to editing it.

Note: All inserted shapes have by default the current line color, fill color width and style.

To insert a certain shape into Ketab Studio™ page:

- Click the **Shapes** side arrow on the **Toolbox** to display all the shapes.



- Select the shape you want to insert.
- Put the mouse cursor anywhere on the page. Hold down the mouse left button and drag to draw the shape with the required size.

To insert Open Path and Close Path shapes into Ketab Studio™ page:

- Click the **Shapes** side arrow on the **Toolbox** to display all shapes.
- Select the **Open/Close path** shape to insert.
- To draw an open path shape, define the starting point, hold down the mouse left button and drag to draw the first side. Then, click and drag to draw the next side and so on until you draw all the sides of the needed shape (click after drawing each side).
- To draw a close path shape, follow the previous point but close the shape at the starting point **OR** make double click, the shape will be closed automatically.

Note: The inserted shape will be selected. To deselect the shape, click anywhere on the page.

Moving, Resizing and Rotating Shapes

You can move the shapes to anywhere in Ketab Studio™ except for those locked in place**.**

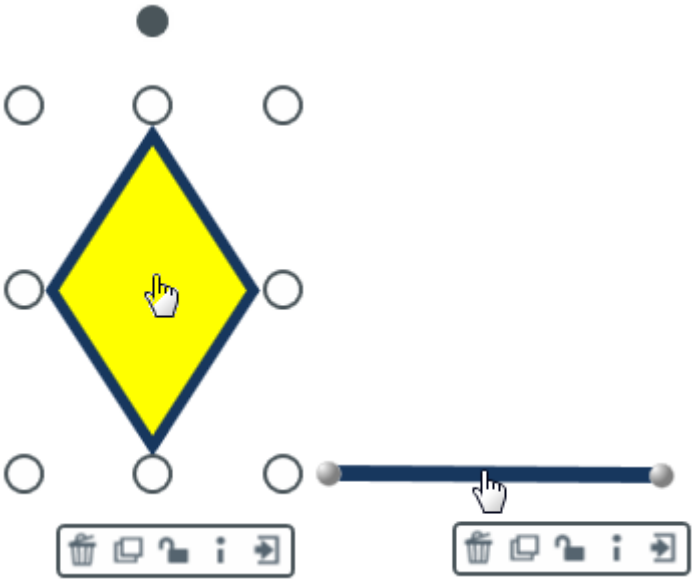
Moving Shapes

To move a shape:

- Point to the shape you want to move, hold down the mouse and drag the shape to its new location on page.

OR

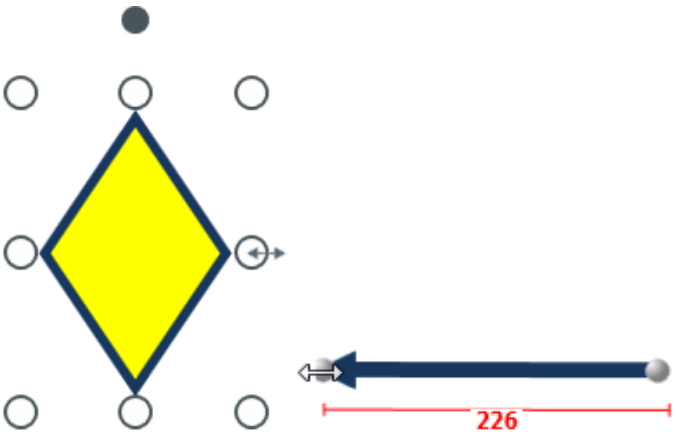
- Click the shape you want to move to select it.
- Point to the selected shape and when the pointer becomes a , hold down the mouse and drag the shape to its new location on page.



Resizing Shapes

To resize a shape:

- Click the shape to select it.
- Sizing handles appear on the sides of the shape.
- Point to one of the sizing handles, and when the pointer becomes a ⟷, drag the handle to make the shape larger or smaller.



Note*:*

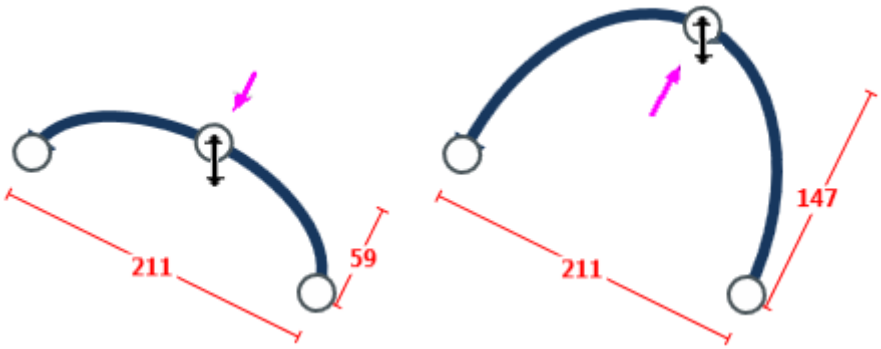
- You can determine the length and the width of the shape as well as all its angles using properties tab or shape information icon in the shortcut toolbox
- The scales of the sides and the angles will vary at the shape once you start resizing.

Resizing ARCs

You can change the shape and the size of arcs without any need to use the measurement tools. When you resize an arc, the arc may flatten or bulge accordingly.

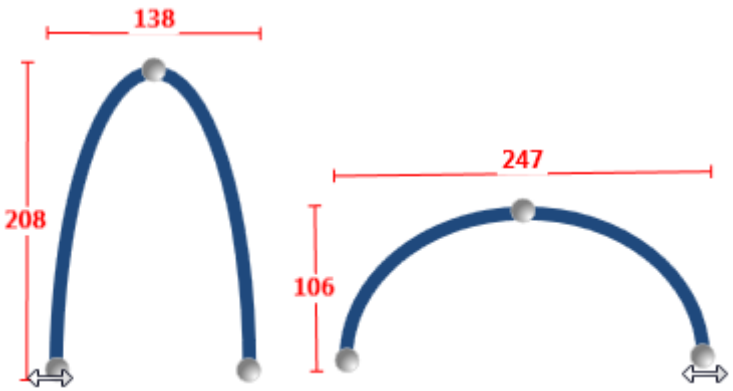
To resize arcs:

- Click the shape to select it.
- Point to the control point(center point), and when the pointer becomes a ⟷, Hold down the mouse left button and drag the control point in or out to resize the shape.



OR

- Point to one of the sizing points, and when the pointer becomes a ⟷,Hold down the mouse and drag in or out to resize the shape.
- The scales of the arc will appear once you start resizing it to indicate the length and the width of the arc.



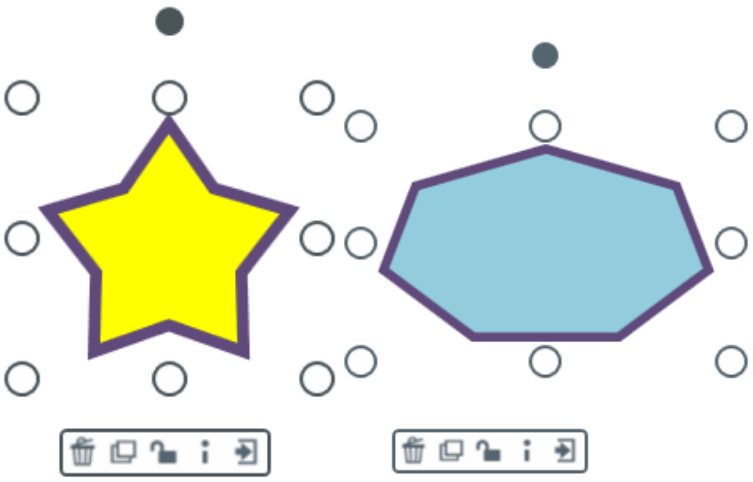
Manipulate Custom Shapes

Manipulate Custom and Star Shapes Using Properties Tab

In addition to changing the size, you can change the shape of the custom shapes (star and custom polygon) by increasing the number of the star points up to 20 and the sides of the custom polygon up to 20 by using properties tab or information icon in the shortcut toolbox.

To change the shape of custom shapes using the Properties tab:

- Select the shape (**Star/ Custom Shape**) you want to insert from Ketab Studio™ toolbox.
- Put the mouse cursor anywhere on the page. When the cursor becomes + Hold down the mouse and drag to draw the object with the required shape and size.

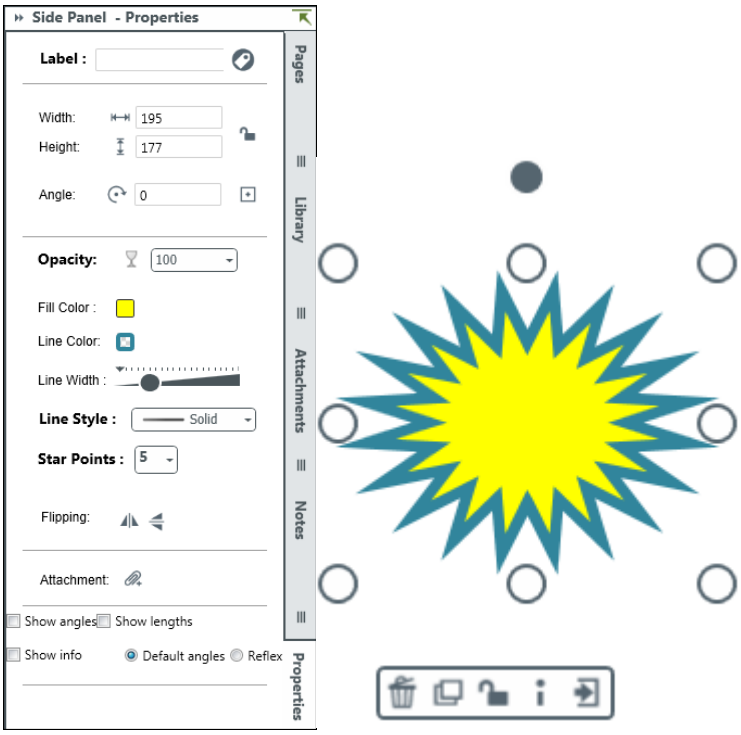


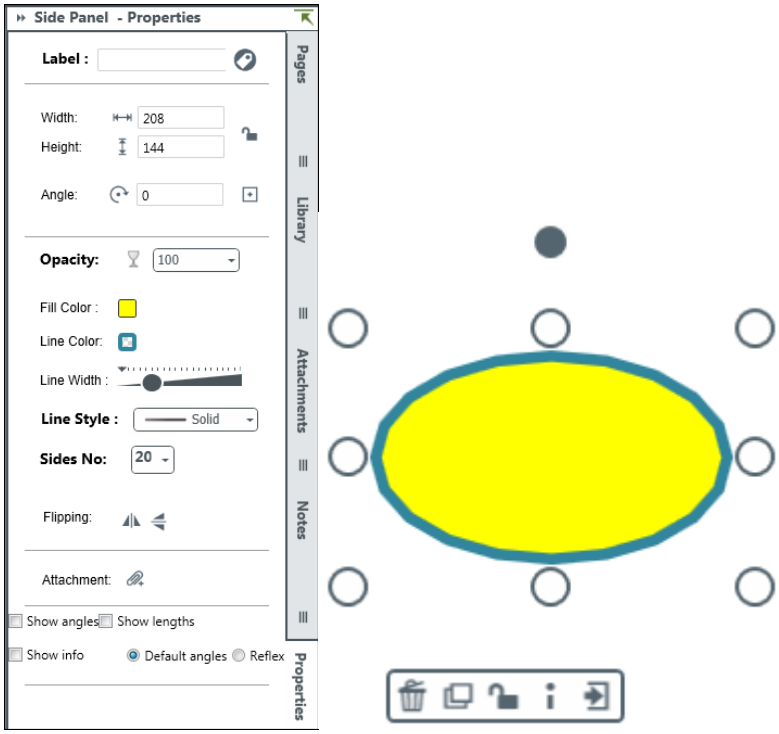
- The inserted shape will be selected. If not, select the object which you want to display its **Properties** from Ketab Studio™ page.

- Open the **Properties** tab on the **Side panel** by clicking the icon that appears on the shortcut toolbox below the selected object.

OR

- Click the Properties tab on the Side Panel after selecting the object.
- Choose the number of polygon sides or the star points from the drop-down menu depending on the shape you select. And the shape will be changed accordingly.

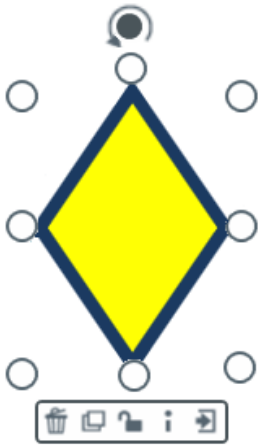




Rotating Shapes

To rotate a shape:

- Click the shape to select it.
- A rotation handle appears on top of the shape's shortcut toolbox.
- Each shape rotates around its pivot point (appears while rotating) wherever it is. So, move the pivot point from the center of the shape into the place where you want the shape to be rotated around, or keep it in the center to rotate the shape around itself.
- Point to the rotation handle, and when the pointer becomes a drag it toward the direction that you want to rotate the shape.



Eraser

Use the eraser to delete unwanted parts of an object or the whole object. There are two kinds of Eraser modes; **Object Eraser** and **Free Eraser**.

Object Eraser

Use the **Object Eraser** to remove whole objects.

To remove an object from Ketab Studio™ Page:

- Click the **Object Eraser** mode on the **Toolbox**.
- On Ketab Studio™ page, click the unwanted object and it will be removed.

Free Eraser

Use the **Free Eraser** to remove part(s) of a freehand object drawn by a **Pen** or **Marker**.

To remove unwanted parts of a freehand object from Ketab Studio™ Page:

- Click the **Free Eraser** mode on the Toolbox.
- On Ketab Studio™ page, click the unwanted part or area of a freehand object and it will be removed.

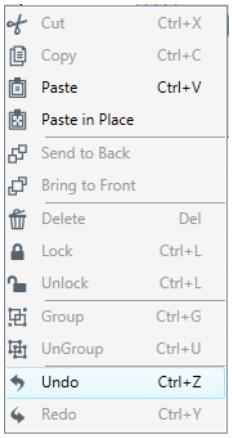
Note: The **Free Eraser** only deletes parts of freehand objects (Pen and Marker).

Undo/Redo Actions

You can use the **Undo** and **Redo** commands to reverse the effect of completed actions.

Undo

Redo up to 20 previous actions.



To undo a previous action:

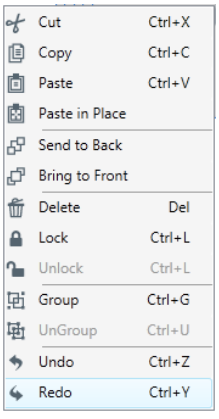
- Click the **Undo** button on the toolbox**.** Click more than once to undo several previous actions.

Or

- Right-click the selected object or the page and then select the **Undo** command from the menu.

Redo

Restore up to 20 previous changes.



To redo some changes:

- Click the **Redo** button on the toolbox. Click more than once to redo several previous actions.

Or

- Right-click the selected object or the page and then select the **Redo** command from the menu.

Clear Page

Use the Clear Page button on Ketab Studio™ toolbox to clear all the objects that you have added inside a certain page of Ketab Studio™ pages.

To clear all the page objects:

- Select the page you want to clear its objects.
- Click the **Clear Page** button on the **Toolbox**. Upon clicking this button the Ketab Studio™ stage will be cleared from any objects immediately.

Insert and Edit a Text into Ketab Studio™ Page

To insert a text into Ketab Studio™ Page:

- Click the **Text** button on the **Toolbox**.
- The "I" cursor appears on page. Click the area where you want to insert the **Text** on Ketab Studio™ page.
- The textbox appears in the mode of selection.

To Editand modify a Text:

- To edit a text, double click the textbox that inserted in Ketab Studio™ page.

OR

- Click the **Edit Text** icon on the shortcut toolbox below the selected **Textbox.**

- The textbox will be selected, write the text you want directly inside the textbox.

Notes:

- You can select the textbox by clicking it and thus move, rotate or resize it.
- You can use the shortcut toolbox that appears below the selected textbox to make changes such as deleting, duplicating or formatting.

Moving, Resizing and Rotating a Text

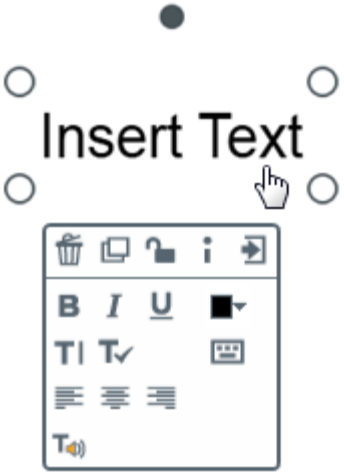
Moving a Text's Textbox

To move a text:

- Point to the text you want to move, hold down the mouse and drag the text to its new location on page.

OR

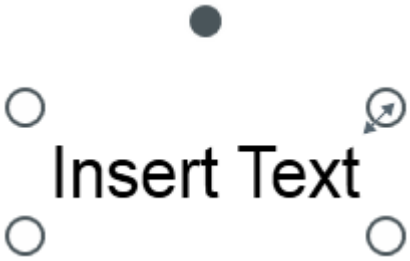
- Select the text you want to move by clicking it.
- Point to the selected text, when the pointer becomes a , hold down the mouse and drag the textbox to its new location on page.



Resizing a Text's Textbox

To resize a text:

- Select the text you want to resize.
- Sizing handles appear on the corners of the textbox. Point to one of the sizing handles, when the sizing pointer becomes a ⟷ drag the handle to make the text larger or smaller.



- The scales of the textbox will appear once you start resizing it to indicate the length and the width of the textbox.

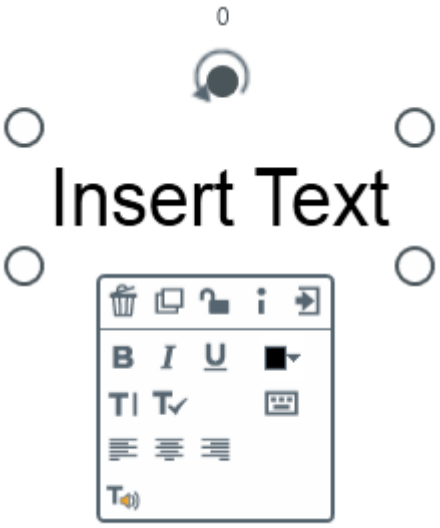
Rotating a Text's Textbox

To rotate a text:

- Select the text you want to rotate.
- A rotation handle appears on top of the text's shortcut toolbox.

- The text rotates around its pivot point (appears while rotating) wherever it is. So, move the pivot point from the center of the textbox into the place where you want the text to be rotated around, or keep it in the center to rotate the text around itself.

- Point to the rotation handle, when the rotation pointer becomes a , hold the mouse down and drag it toward the desired direction.



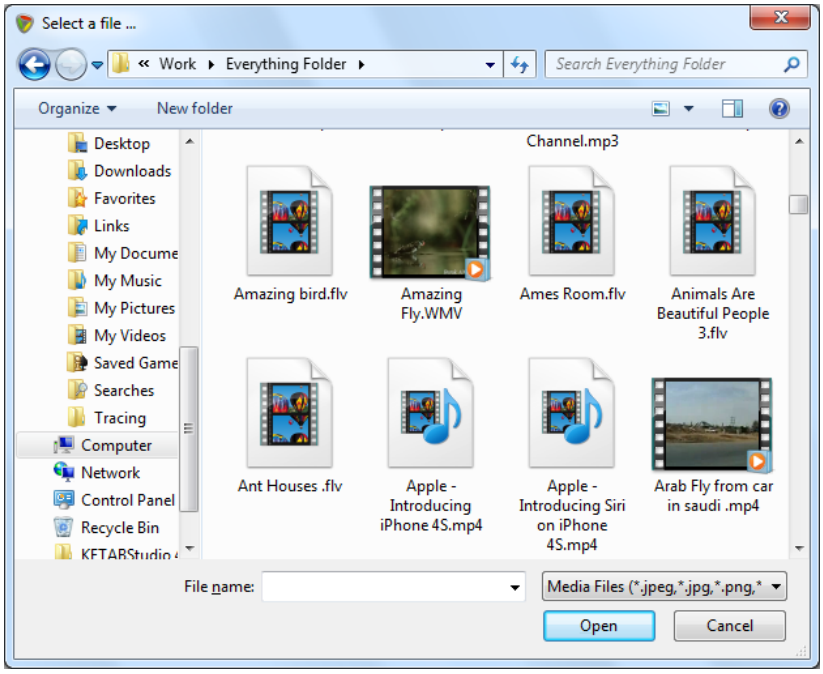
Insert Multimedia into Ketab Studio™ Page(s)

Inserting a Multimedia into Ketab Studio™ will help you to get across important points and explain different types of subjects in a simple and clear way. You can insert video, audio, flash, flash video, animated GIF or picture into the page using **Multimedia** button.

Insert Multimedia Objects

To insert a Multimedia object into Ketab Studio™ page:

- Click the **Multimedia** button on the **Toolbox**.
- The "**Select a file**" dialog box will be displayed.
- In the **Look in** list, select the Multimedia file you want to insert then click **Open**.



Note: All the files with type **jpeg,jpg,png,bmp,wmf,gif,wma,mp3,wav,flv,mp4,swf,wmv,mpeg,avi,and mpg** could be inserted.

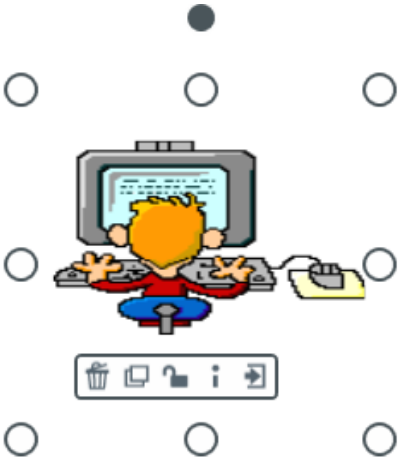
- The ⊹ cursor appears. Click anywhere on page and drag while holding the mouse down to insert the external object with the size you want;

OR

- Click once to insert the external object with its original size.

NOTES:

- Upon inserting the Multimedia object it will be selected.
- You can select the inserted Multimedia object by clicking it once and thus you can move, rotate and resize it in addition to editing it using the shortcut toolbox that appears upon selecting it.



Moving, Resizing and Rotating an Multimedia Object

You can move, resize and rotate all the Multimedia objects except those locked in place.

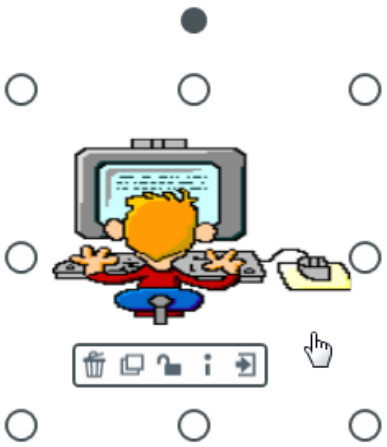
Moving an Multimedia Object

To move a Multimedia object:

- Point to the Multimedia object you want to move, hold down the mouse and drag it toward its new location on the page.

OR

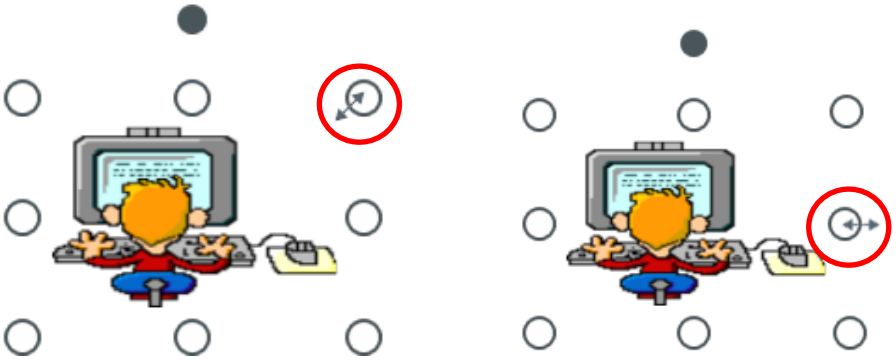
- Select the Multimedia object you want to move by clicking it.
- Point to it, when the pointer becomes a , hold down the mouse and drag it toward its new location on the page.



Resizing an Multimedia Object

To resize a Multimedia object:

- Select the **Multimedia object** you want to resize.
- Sizing handles appear on the sides of the object. Point to one of the sizing handles, when the pointer becomes a ↔, drag the handle to make the Multimedia object larger or smaller.



Rotating an Multimedia object

To rotate a Multimedia object:

- Select the **Multimedia object** you want to rotate.
- A rotation handle appears on the top of the selected object's shortcut toolbox and a pivot point appears on the center.
- The selected object rotates around its pivot point (appears while rotating) wherever it is. So, move the pivot point from the center of the Multimedia object into the place where you want the object to be rotated around, or keep it in the center to rotate the object around itself.
- Point to the rotation handle, then when the rotation pointer becomes a , hold the mouse down and drag the object toward the direction you want it to be rotated.

Panning

Move the page up and down and from side to side using the panning hand. When Ketab Studio™ page is zoomed in, the horizontal and vertical stroll bars appear on the page and you can move the page in all directions using the **Panning** mode.

To activate the Panning Mode:

- Click the **Panning** button on the **Toolbox**.(To display panning button if it is hidden, click the side arrow).
- Click the **Panning** button on the **Toolbox**.
- The open panning hand appears when you move on Ketab Studio™ page.
- Click and drag the panning hand up and down or left to right. While dragging the hand becomes closed. .

Zooming Ketab Studio™ Page In and Out Using the Toolbox

See the page in a larger or smaller view using the **Zoom In** and **Zoom Out** modes on the **Toolbox**.

Zoom In

Change the page view into a more close-up view.

To enlarge the current page view:

- Click the **Zoom in** Button on the **Toolbox.** (To display zooming in button if it is hidden, click the side arrow).
- The **Zoom In** cursor appears on page.
- Click the page and it will be zoomed in, click again to make the page even larger. Keep on clicking the page until you get the page view you want.

NOTES:

- When you zoom the page in to a certain percentage, horizontal and vertical scroll bars appear on the side and bottom of Ketab Studio™ page.
- In order to move the page up and down or left to right to see all contents of the zoomed page scroll up and down, scroll left or right or pan the page in all directions using the **Panning** hand.

Zoom Out

Change the page view into a more distant view.

To make the current page view smaller:

- Click the **Zoom out** button on the **Toolbox.**(To display zooming out button if it is hidden, click the side arrow).
- The **Zoom Out** cursor appears on page.
- Click the page and it will be zoomed out, click again to make the page even smaller. Keep on clicking the page until you get the page view you want.

Note: You can zoom the page in or out using the **Zoom** slider on the **Pages** tab.

Changing Objects Color Using the Toolbox

Use **Line Color** feature to change the color of a pen, marker, rich text, text, line, arrow or the outline of a shape. And use **Fill Color** feature to change the fill color of a shape (except for lines, arcs and arrows), text and rich text objects.

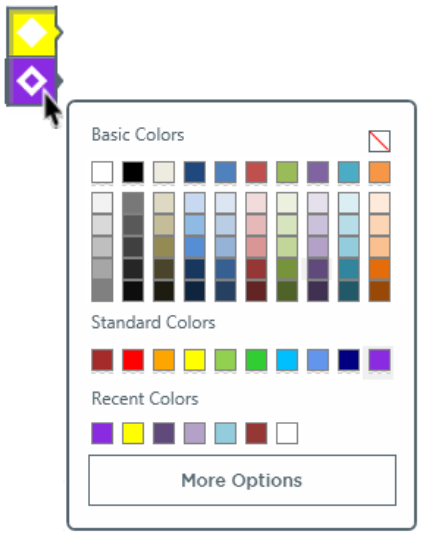
You can choose from multicolor and mix different colors together.

To change the color of Ketab Studio™ objects using the Toolbox:

Choosing colors using basic set tab

To choose colors using basic set tab:

- Select the object that you want to change its color from Ketab Studio™ page.
- On the **Toolbox,** click the **Line color** button to change the color of the line or click the **Fill Color** button to change the object fill color**.**
- Choose the color from the displayed preset colors that occur in the **Basic** tab.



OR

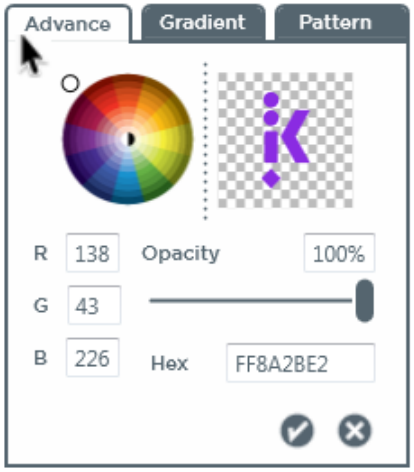
- Click the **Line** or **Fill** color button on the **Toolbox**.
- Choose the color from the displayed preset **Basic** colors that occur in tab.

- Insert to the page an object. The inserted objects take the color you have chosen.

Choosing colors using Advanced tab

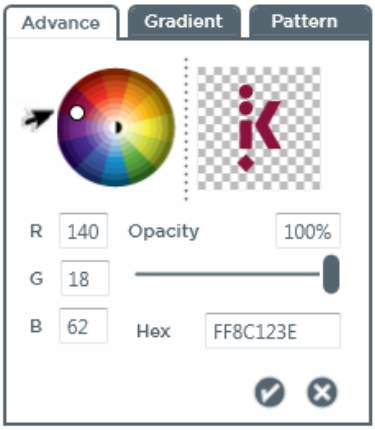
To choose colors using Advanced tab:

- Select the object that you want to change its color from Ketab Studio™ page.
- On the **Toolbox,** click the **Line color** button to change the color of the line or click the **Fill Color** button to change the object fill color**.**
- Click **more option**.
- Click the **Advanced** tab from the displayed window.



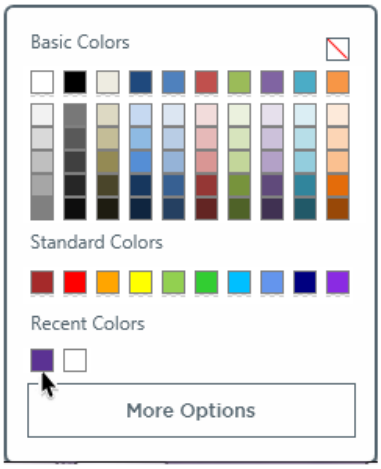
- Move the mouse to the color set area next to preview box and click the required color.

  The chosen color will appear in the **Preview** box in addition to its number and **RGB** values.
- Move the slider of opacity to select the opacity which meets your need.



- Click **OK**

Note: The last selected color will be displayed in the **Recent Colors** field.

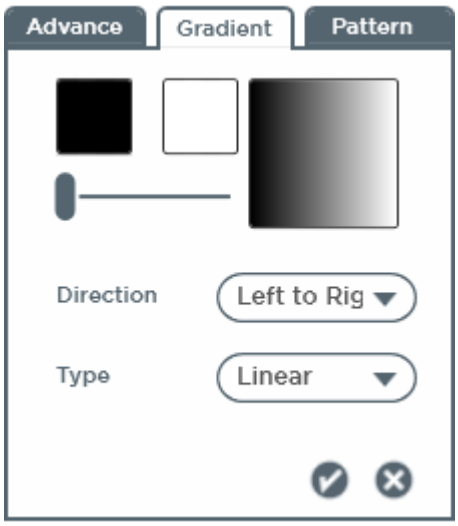


Choosing colors using Gradient color Tab

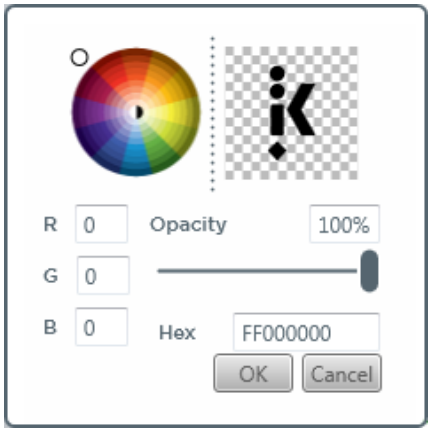
Gradient color tab is a window contains two color boxes and a slider. By moving the slider forward and backward between the two color boxes, the mixture color between them will vary.

To choose colors using gradient colors tab:

- Select the object that you want to change its color from Ketab Studio™ page.
- On the **Toolbox,** click the **Line color** button to change the color of the line or click the **Fill Color** button to change the object fill color**.**
- Click the **Gradient** tab from the displayed window.



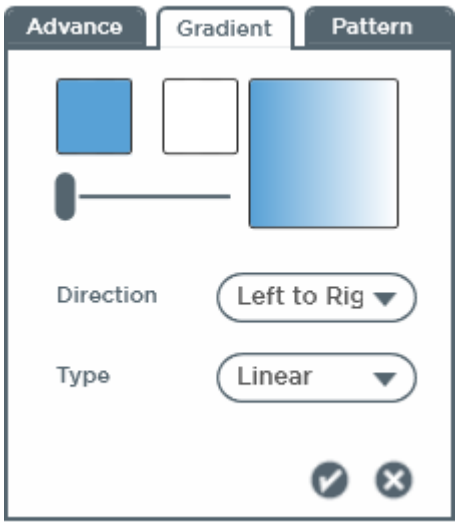
- Click inside the first box of color to pick the first color, the advanced dialog will be displayed.



- Move the mouse to the color set area to choose the required color.

  The selected color will be displayed in the preview color box in addition to its number and RGB values.

- Move the slider of opacity to select the opacity which meets your need.
- Click **OK; the** selected color will be displayed in the color box of the first color.
- Repeat the previous steps, which you follow to pick the first color in order to pick the second color.

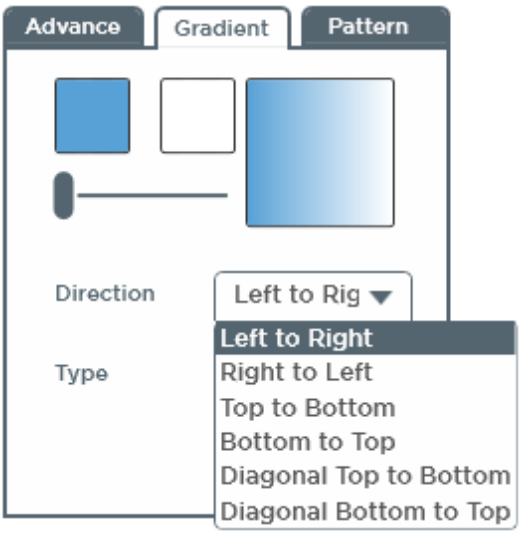


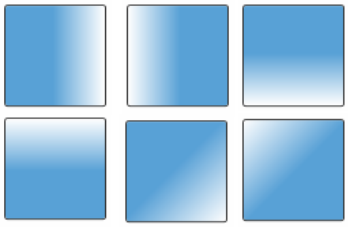
- Move the mixture slider backward or forward to mix the two colors.
- Activate one of the **Gradient Type** options, linear or radial.

Linear Gradient Direction of Colors

To activate the linear gradient direction of colors

- Choose **linear** option from the **Gradient Type** options
- Choose the linear color direction from the dropdown menu.



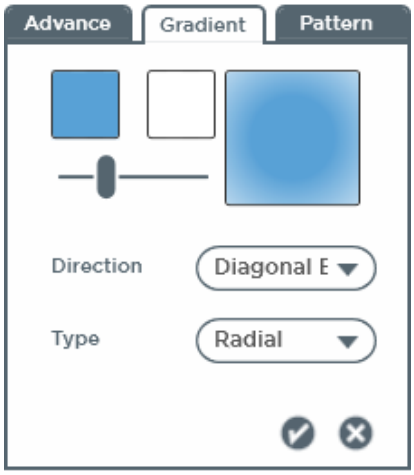


- Then, click OK

Radial Gradient Direction of Colors

To activate the radial gradient direction of colors

- Choose **Radial** option from the **Gradient Type** options



- Then, click **OK**

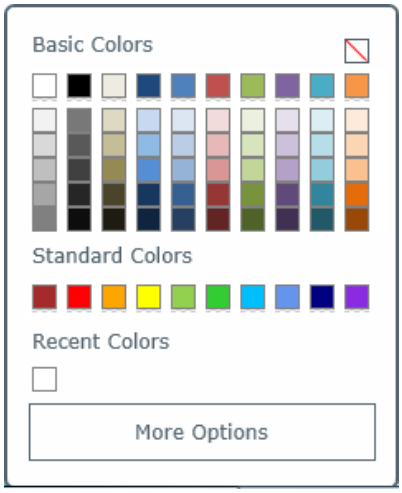
Note: The last selected color will be displayed in **Recent Colors** field and in color field in toolbox.

Choosing pattern using pattern Tab

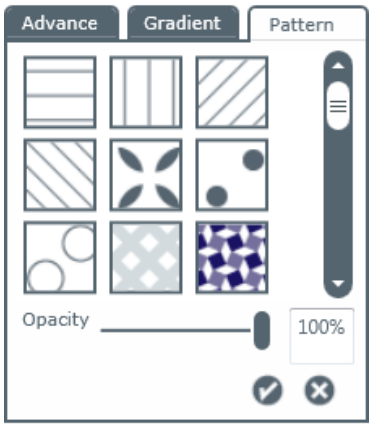
You can choose a pattern to use it as a line color or fill color for any object also you can manage its opacity.

To choose pattern using pattern tab:

- Select the object that you want to change its color from Ketab Studio™ page.
- On the **Toolbox**, click the **Line color** button to change the color of the line or click the **Fill Color** button to change the fill color.



- Click the **more options** button.
- Click the **Pattern** tab in the displayed window.



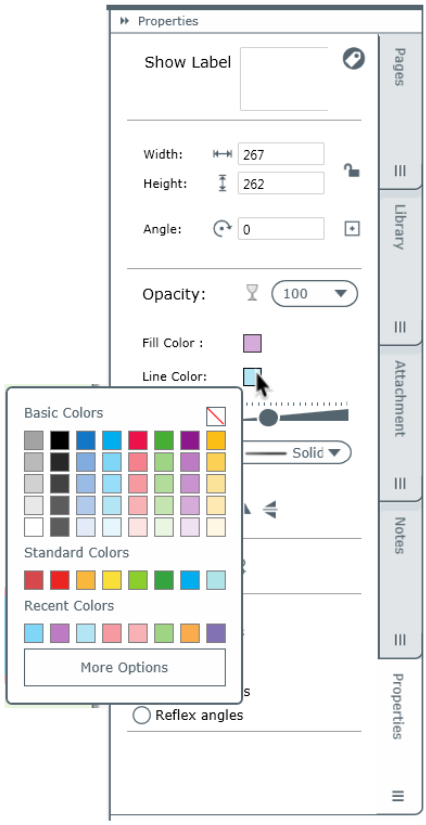
- Choose the pattern you want and click the **ok** button .
- Move the slider of opacity to select the opacity which meets your need and click **ok.**
- Click the **Close** button to close color window.

Changing Objects Color Using the Properties Tab on the side panel

To change the color of an object using the Properties tab:

- Select the object that you want to change its color from Ketab Studio™ page.
- Click the **Properties** tab on the **Side Panel** or click the button that appears on the shortcut toolbox beneath the selected object to open the **Properties** tab.

- Click the **Line color** button to change the color of the line or click the **Fill Color** button to change the fill color**.**



OR

- Follow the following hyperlink to use all the color features Choosing colors using basic set.

Changing the Line Style of Line, Arrow, Arcs and Shape

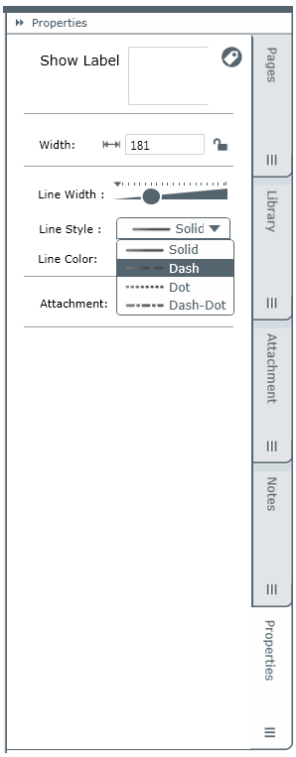
Use line style to change the style of line, arrow, arc and shapes in addition to changing the outside line style of the shapes.

To change the line style of a line, arrow or shape using the Properties tab:

- Select the line, arrow, arc or shape object that you want to change its line style from Ketab Studio™ page.

- Open the **Properties** tab on the **Side panel** or click the information icon that appears on the shortcut toolbox beneath the selected object to open the **Properties** tab.

- Select a **Line Style** (solid, dash, dot, dash-dot) from the **Line Style** drop-down menu.



Changing Objects Line Width

You can change the line width of an object using four buttons that act as width presets in additional to a movable slider. Once you click any of the four buttons, the slider jumps to its correspondent value directly.

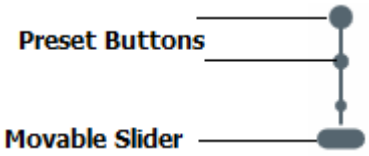
You can use the **Line Width** feature to change the line thickness of pen, marker, line, arrow, arc or outline of a shape.

Changing Objects Line Width Using the Toolbox

To change the line width of a pen, marker, line or outline of a shape using the Toolbox:

- Select the pen, marker, line, arrow, arc or shape object that you want to change its line thickness from Ketab Studio™ page.

- On the **Toolbox**, choose one button from the four width presets or move the **Line Width** Slider backwards to decrease the selected objects' line width or move it forward to increase the line width.



OR

- Choose button from the four presets width buttons or choose the **Line Width** you want by moving the **line Width** Slider on the **Toolbox** backward or forward.
- Insert to the page, a pen, marker, line, arc or shape object. When inserted, these objects will take the line width you chose.

Note: you can change the line width of a pen, marker, line or outline of a shape from the **Line Width** slider in the object's **Properties** on the **Side Panel**.

Changing Objects Line Width Using the Properties Tab

To change the line width of a pen, marker, line, arc or outline of a shape using the Properties tab:

- Select the pen, marker, line, arc or shape object that you want to change its line width from Ketab Studio™ page.
- Open the **Properties** tab on the **Side panel** or click the information button that appears on the shortcut toolbox beneath the selected object to open the **Properties** tab.
- Move the **Line Width** Slider backwards to decrease the selected objects' width or move it forward to increase the width.

Changing the Pen and Marker Line Shape

Use the **Line Shape** options on Ketab Studio™ toolbox to change the tip shape of the pen or marker you are using to write, draw or highlight objects.

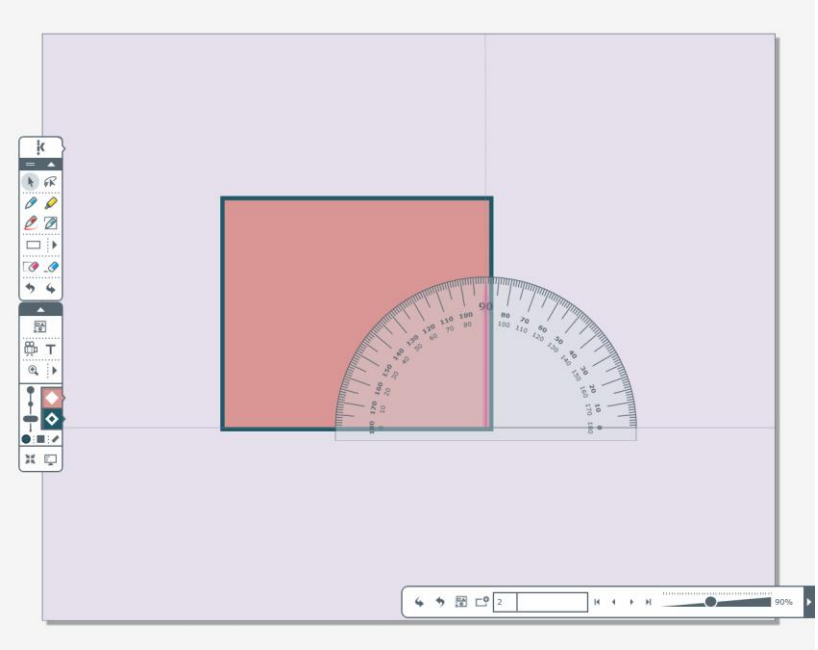
To change the Line Shape of a pen or marker:

- Choose a **Line Shape** from the set of options on the **Toolbox**; either a square, round or bevel shape.
- Choose the **Pen** or **Marker** modes and insert a freehand object to the page.

Full Screen

Full Mode button (F4 on keyboard) on the **Toolbox** shows a full view of Ketab Studio™ page. In this mode, the **Menu Bar** and the **Side Panel** disappear leaving a whiteboard area with **Floating Toolbox** and an expander button contains: a **Navigation bar** to navigate

through your Ketab Studio™ pages and a **Zoom slider** to zoom the page in and out, in addition to other options.



Activating the Full Screen Mode

To open the Full Screen mode:

- Click the **Full Screen** button on the **Toolbox**.
- A full screen area appears with only the **Floating Toolbox** and the **Expander Button** on page.
- To go back to the normal view, click the **Restore Full Screen** button on the floating toolbox. (or press **F4** or **Escape** on keyboard)

Controlling Full Screen Mode through the Expander Button

When you are on the **Full Screen** mode, you can add pages, clear page and navigate through your Ketab Studio™ pages using the **Expander Button** appearing at the left bottom of your full page.

Go to the first page	Undo
Go to the previous page	Redo
Go to the next page	Clear Page
Go to the last page	Insert a New Page

Zoom Page in/out

NOTES:

- Wherever there are notes or attachments in any page. Indicator button in the expander button will appear and light on while you are navigating through pages to alarm you about their places.
- You can open pages attachments and notes by clicking these indicator buttons on the expander button.

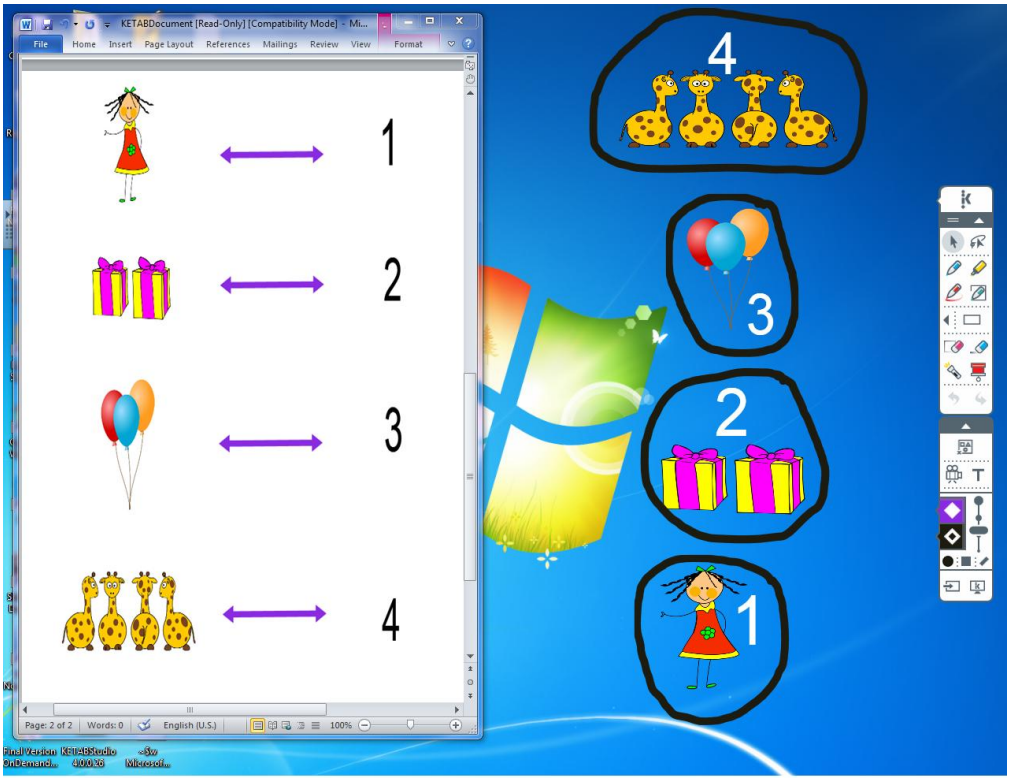
Switch to Desktop Mode

Switch to desktop mode to convert Ketab Studio™ toolbox into floating toolbox and use all its features in any open window outside Ketab Studio™ pages.

You can transfer from Ketab Studio™ mode into **Desktop** mode and vice versa.

To switch to desktop mode

1. Click **Switch to Desktop Mode** in the toolbox.
2. The desktop will be displayed with the floating toolbox.



Notes*:*

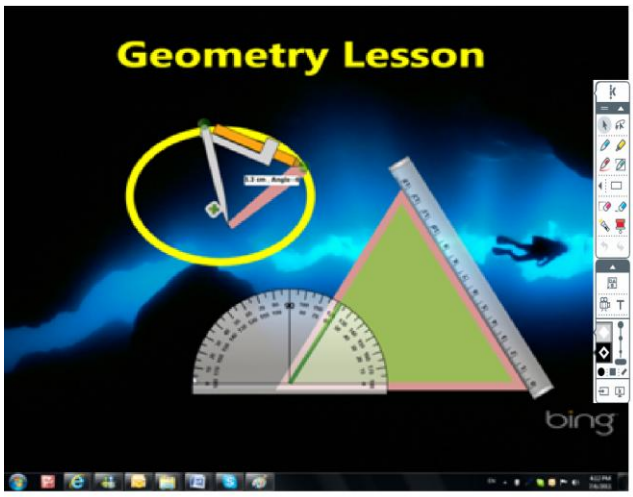
- You can use all Ketab Studio™ features while you are in **Desktop Mode**.
- Click **Switch to Ketab Studio™ Mode** button to return to Ketab Studio™ stage (The floating toolbox will be changed into Ketab Studio™ Toolbox).

Floating Toolbox

Activate the Floating Toolbox in any open window by moving to desktop mode. Thus, you can use all the features of Ketab Studio™ toolbox in addition to many other features outside Ketab Studio™ stage.

To activate the Floating toolbox mode:

1. Click **Switch to Desktop Mode** button in Ketab Studio™ toolbox.
2. The desktop or any open window will be displayed with the floating toolbox.



NOTES*:*

- Click **Switch to Ketab Studio™ Mode** button to return to Ketab Studio™ stage (The floating toolbox will be changed into Ketab Studio™ Toolbox).
- Floating toolbox is a movable box with essential features. So, you can move it anyplace and use its features in any open window.

The Additional Features of the Floating Toolbox

➢ Send to New Page

You can capture any object, image or note occurs outside Ketab Studio™ in real-time, while you are in **Desktop Mode,** and send it to Ketab Studio™ as adjustable object in a new page.

To send the captured objectsfrom outside Ketab Studio™ to a new page inside Ketab Studio™:

- You should be in the desktop mode. If not, go to the desktop mode, the desktop will be displayed with the floating toolbox.
- Click **Send to New Page** button.
- The captured objects will be added to Ketab Studio™ pages.

➢ Presentation tools

Presentation tools include curtain and spotlight appear at the floating toolbox, used to present the inserted objects of Ketab Studio™ on desktop in professional way.

Curtain

Use the curtain to show the parts you want of your window. Sometimes you might want to cover some parts then reveal it slowly while you are working with Ketab Studio™.

Activating the Curtain Feature

To activate the curtain:

- Click the **Curtain** button.
- The window will be covered with a curtain having two handles in the center.
- Drag the handles gradually to the left or right to reveal the parts you want of your window.

Changing the Curtain's Reveal Method

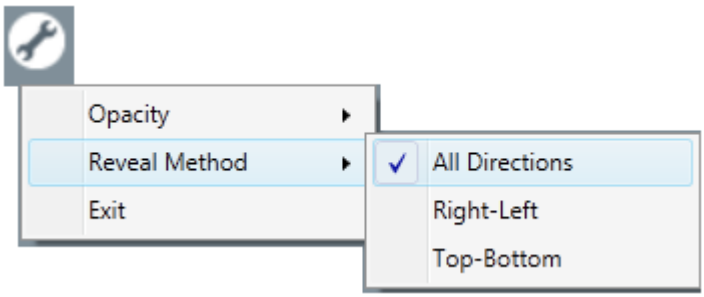
You can control your curtain reveal method. You can reveal the curtain from all directions, top-bottom or right-left.

To change the reveal method of the curtain:

- Click the **Curtain Settings** icon that appears to the top of the curtain.

OR

- Right click the displayed curtain.
- From the menu, select the **Reveal Method** option and then choose the method you want from the displayed menu.



NOTES:

- If you choose the **All Direction** method, four handles will appear on the sides of the curtain. You can reveal the page from any direction you want.
- If you choose the **Top-Bottom** method, two top and bottom handles will appear on the center of the curtain. Drag the handles up and down to reveal the parts you want.

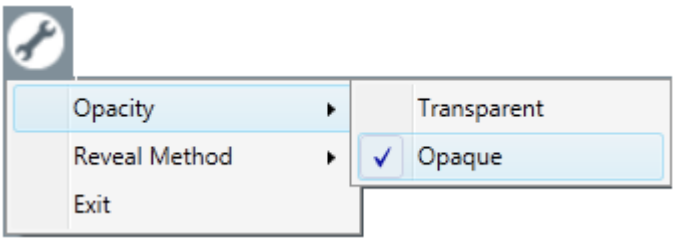
Making the Curtain Transparent

To make the curtain transparent:

- Click the **Curtain Settings** icon that appears to the top of the curtain.

OR

- Right click the displayed curtain.
- From the menu, select the **Opacity** option and then choose the **Transparent** option from the displayed menu.



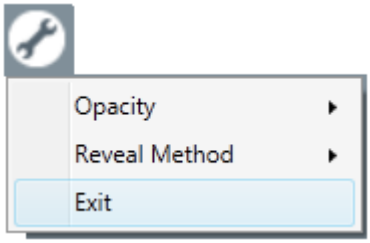
Exiting the Curtain

To close the curtain:

- Click the **Curtain Settings** icon that appears to the top of the curtain.

OR

- Right click the displayed curtain.
- From the menu, select the **Exit** option.



Note: You can open and use any application on your computer; and insert, edit and manipulate freely any kind of Ketab Studio™ objects on the page while the curtain is activated.

Using Ketab Studio™ Page While the Curtain is Active

You can use Ketab Studio™ page while the curtain is active. This option allows you to insert any kind of object, edit and manipulate it freely on the page while the curtain is active.

Note: You can also open/use any application on your computer while the curtain is activated.

To use Ketab Studio™ page while the curtain is active:

- Click the **Curtain** icon to display it.
- Reveal part or the entire page by moving the handles (depending on the reveal method).
- Choose the mode or command you want to use on Ketab Studio™ page.
- On the displayed page, insert objects and edit them freely.

Spotlight

Use the spotlight to highlight certain areas of your window. You can move the spotlight over different parts of your window, change its background's opacity and color and change its size. Also you can use the page while the spotlight is on page to get across important points.

Activating the Spotlight Feature

To activate the Spotlight:

- Click the **Spotlight** button.
- The window background becomes black with a spotlight in the middle with the default style.
- On the dark area, drag the mouse over the window while holding it down. The spotlight will move highlighting certain areas of the window.

Changing the Spotlight's Size

To change the size of the Spotlight:

- Point the mouse on the border of the spotlight area. When the mouse pointer becomes a↔, Hold down the mouse left button and drag the pointer toward inside spotlight area to make the area smaller or toward outside to make it larger.

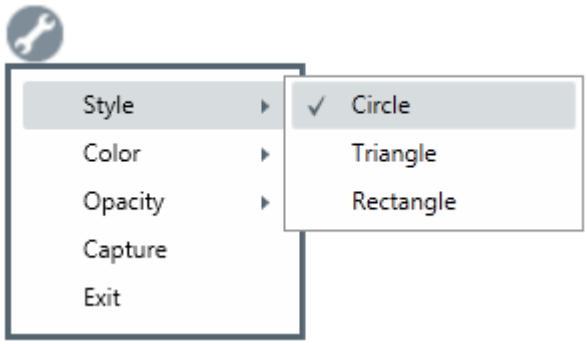
Changing the Spotlight's Style

To change the style of the Spotlight:

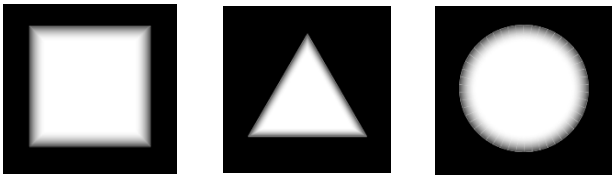
- Click the **Spotlight Settings** icon that appears to the top of the spotlight's dark screen.

OR

- Right click the dark area after displaying the spotlight.
- From the shortcut menu, select the **style** option and then choose the style you want from the displayed menu.



You may choose circle, triangle or rectangle style.



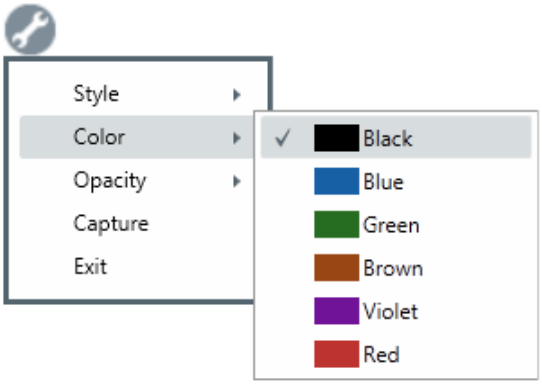
Changing the Spotlight's Background Color

To change the color of the Spotlight's background:

- Click the **Spotlight Settings** icon that appears to the top of the spotlight's dark screen.

OR

- Right click the dark area after displaying the spotlight.
- From the shortcut menu, select the **Color** option and then choose the color you want from the displayed menu.



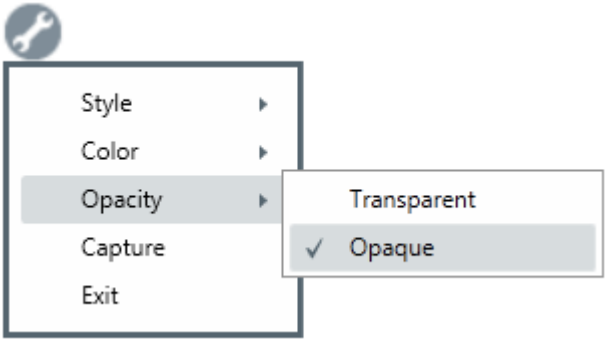
Making the Spotlight's Background Transparent

To make the Spotlight's background transparent:

- Click the **Spotlight Settings** icon that appears to the top of the spotlight's dark screen.

OR

- Right click the dark area after displaying the spotlight.
- From the menu, select the **Opacity** option and then choose the **Transparent** option from the displayed menu.



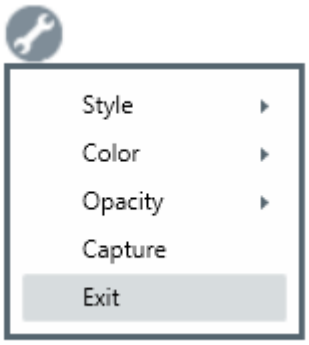
Exiting the Spotlight

To close the spotlight:

- Click the **Spotlight Settings** icon that appears to the top of the spotlight's dark screen.

OR

- Right click the dark area of the displayed spotlight.
- From the menu, select the **Exit** option.



Note: You can open and use any application on your computer; and insert, edit and manipulate freely any kind of Ketab Studio™ objects on the page while the spotlight is activated.

Using Ketab Studio™ Page while the Spotlight is Active

You can use Ketab Studio™ page while the spotlight is active. This option allows you to insert any kind of object, edit and manipulate it freely on the page while the spotlight is open.

Note: You can also open/use any application on your computer while the spotlight is active.

To use Ketab Studio™ page while the spotlight is active:

- Click the **Spotlight** icon to display the spotlight.
- Move the spotlight and choose the mode or command you want to use on Ketab Studio™ page.
- On the displayed page, insert objects and edit them freely.

➢ Ketab Studio™ Menus Button

Use Ketab Studio™ **menus** button (appears only on the floating toolbox) while you are activating full screen mode or desktop mode to show all of Ketab Studio™ menus such as, menu bar, side panel and toolbox options.

Note: You can identify the function of each option by going to the features of Ketab Studio™ Toolbox and Menu Bar**.**

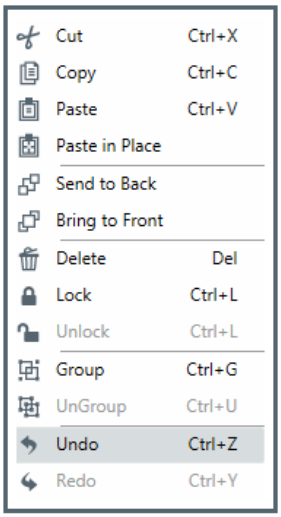
Ketab Studio™ Menu Bar

Ketab Studio™ **Menu Bar** is a ribbon that contains classified tabs such as Edit, Utilities, Text Tools, Math, Apps and Help. Each tab relates to a certain type of activity and contains commands that organized in logical groups.

Edit

Make some changes to your Ketab Studio™ objects using the **Edit** commands on the **Menu bar**. You can, cut, copy, paste, duplicate, select all and clear all objects in addition to many other actions such as undo, redo and objects arrangement.

Undo



Redo up to 20 previous actions.

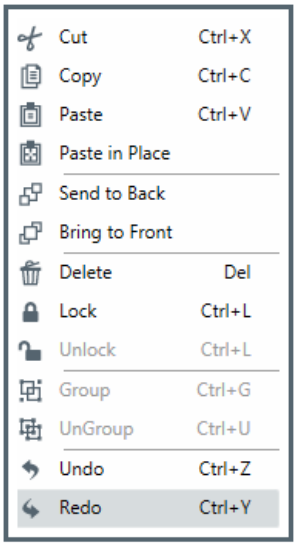
To undo a previous action:

- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Undo** button. Click more than once to undo several previous actions.

Or

- Right-click the selected object or the page and then select the **Undo** command from the menu or;
- Press **Ctrl+Z** on the keyboard.

Redo



Restore up to 20 previous changes.

To redo some changes:

- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Redo** button.

Or

- Right-click the selected object or the page and then select the **Redo** command from the menu or;
- Press **Ctrl+Y** on the keyboard.

Aligning objects (PRO Edition)

Align the objects one time and in an accurate coordination according to the right, left, top, and bottom, instead of one by one alignment.

To align objects:

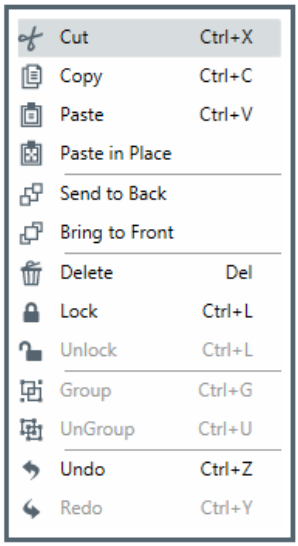
- Select the objects you want to align from Ketab Studio™ page.
- Click the **Edit** tab on the **Menu Bar** to open it.
- Choose the alignment type to the right, left, top, bottom, horizontally and vertically.

Cutting Objects

Cut one or multiple objects to the clipboard.

To cut a certain object using the Edit Tab:

1. Select the object you want to cut from Ketab Studio™ page by clicking it.
2. Click the **Edit** tab on the **Menu Bar** to open it.
3. Click the **Cut** button.



Or

1. Right-click the selected object and then select the **Cut** command from the menu or;
2. Select the object and press **Ctrl+X** on the keyboard.

Note: You can cut more than one selected object by selecting them first then clicking the **Cut** option.

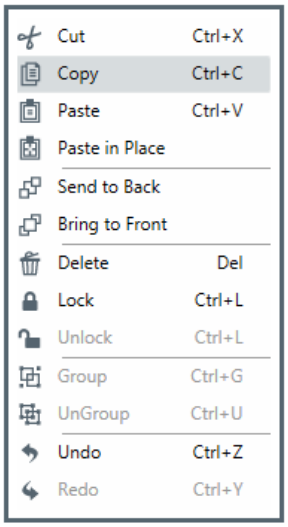
Copying Objects

Copy one or multiple objects to the clipboard.

To copy a certain object using the Edit Tab:

1. Select the object you want to copy from Ketab Studio™ page by clicking it.
2. Click the **Edit** tab on the **Menu Bar** to open it.
3. Click the **Copy** button.

Or



- Right-click the selected object and then select the **Copy** command from the menu or;
- Select the object and press **Ctrl+C** on the keyboard.

Note: You can copy more than one selected object to the clipboard by selecting them first then clicking the **Copy** button.

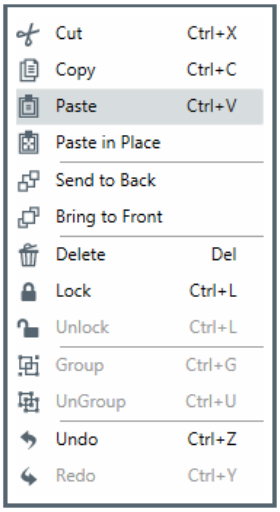
Pasting Objects

Paste the contents of the clipboard into Ketab Studio™ page.

To paste a certain coped or cut object using the Edit Tab:

1. Click the **Edit** tab on the **Menu Bar** to open it.
2. Click the **Paste** button.

Or



1. Right-click the page and then select the **Paste** command from the menu or;
2. Press **Ctrl+V** on the keyboard.

Note: If more than one object were copied or cut together to the clipboard, they will all be pasted on the page.

Duplicating Objects

Make a carbon copy of one or multiple objects.

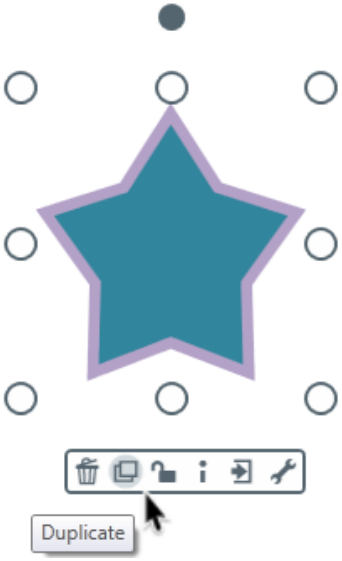
To duplicate a certain object using the Edit Tab:

1. Select the object you want to duplicate from Ketab Studio™ page by clicking it.

2. Click the **Edit** tab on the **Menu Bar** to open it.
3. Click the **Duplicate** button.

Or

- You can also perform this command by clicking the duplicate button on the shortcut toolbox that appears beneath the selected object.



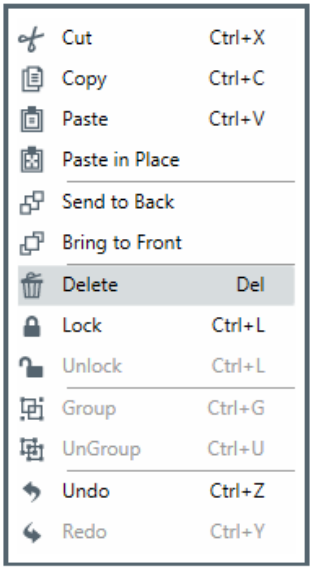
Note: You can duplicate more than one selected object by selecting them first then clicking the **Duplicate** button.

Deleting Objects

Remove one or multiple objects from Ketab Studio™ page.

To delete an unwanted object using the Edit Tab:

- Select the object you want to delete from Ketab Studio™ page by clicking it.
- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Delete** button.



Or

- Right-click the selected object and then select the **Delete** command from the displayed menu.
- Select the object and press the **Del** button on the keyboard.

- Click the delete button on the shortcut toolbox that appears beneath the selected object.

Note: You can delete more than one selected object by selecting them first then clicking the **Delete** button.

Clearing Ketab Studio™ Page from Objects

Remove all objects from the Ketab Studio™ Page.

To clear Ketab Studio™ Page:

- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Clear Page** button.

Selecting All Objects on Ketab Studio™ Page

Select all objects available on the current Ketab Studio™ page.

To select all objects using the Edit tab

- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Select All** button.

Arranging Objects on Ketab Studio™ Page

When you are drawing or copying and pasting objects onto the same page, objects can overlap, and you might want to change which objects are in front of or behind other objects.

Bring to Front

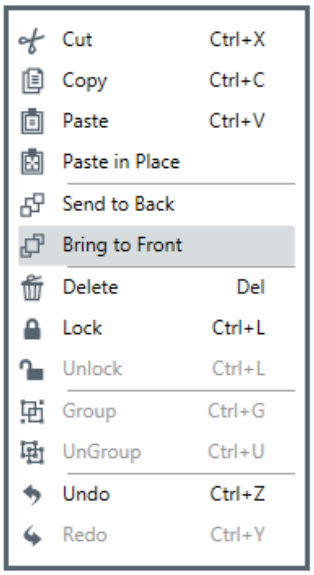
Bring the selected object in front of all other objects so no part of it is hidden behind another object.

To move an object to the front of group of objects using the Edit Tab:

- Select the object that you want to bring to the font.
- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Bring to Front** button.

Or

- Right-click the selected object and then click the **Bring to Front** command from the displayed menu.



Send to Back

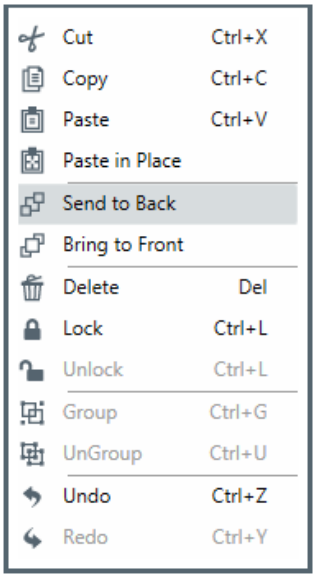
Send the selected object behind all other objects so no part of it covers any part of another object.

To move an object to the back of group of objects using the Edit Tab:

- Select the object that you want to send to the back.
- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **Send to Back** button.

Or

- Right-click the selected object and then click the **Send to Back** command from the displayed menu.



Snap to Grid (PRO Edition)

Snapping the grid is enormously useful for accurate placement of object elements. When you draw, resize, or move a shape, it will automatically align or "snap to" the nearest intersection of lines in the grid.

To enable snap to grid:

- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **enable/disable snap to grid** button.

To disable snap to group:

- Click the **Edit** tab on the **Menu Bar** to open it.
- Click the **enable/disable snap to grid** button.

Utilities

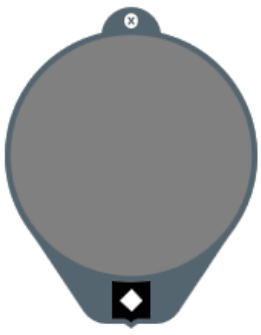
You can display all the utilities and presentation tools you need to present your lesson using the **Utilities** tab. With such tab, you can use magnifier, capturing features, video recorder, timer, and stopwatch. In addition, you can activate the spotlight and curtain.

Magic Glass (PRO Edition)

Use **Magic Glass** to show the hidden objects.

To insert a Magic glass into Ketab Studio™ page:

- Click the **Utilities** tab on the **Menu Bar** to open it.
- Click the **Magic Glass** button and it will be immediately inserted into the page.
- Use it by going through the hidden objects to show them.



Note: to use the magic glasses and show the hidden objects, Ketab Studio™ background should be the same color with the objects.

- Click the **Glass Color** button to change the glass color.
- Click the Exit button to close the magic glasses.

Magnifier

If you would like to enlarge the size of Ketab Studio™ objects or inspect text more closely, inside or outside Ketab Studio™ pages, you should use the Magnifier tool.

To insert a magnifier into Ketab Studio™ page:

1. Click the **Utilities** tab on the **Menu Bar** to open it.
2. Click the **Magnifier** button and it will be immediately inserted into the page.

Changing the Magnifier's Zoom Degree

See a certain details inside Ketab Studio™ in a larger or smaller view using the Zoom In and Zoom Out buttons on the magnifier tool.

Zoom Magnifier in

Change the object view into a more close-up view.

To zoom in the magnifier:

1. Click the **Zoom in** button on the Magnifier Tool.
2. To make the view even larger, click the **Zoom in** button again. Keep on clicking the button until you get the view you want.

Zoom Magnifier out

Change the object view into a more normal view.

To zoom out the magnifier:

1. Click the **Zoom out** button on the magnifier tool.
2. Click the **Zoom out** button again to make the view even smaller. Keep on clicking the button until you get the view you want.

Close Magnifier

To close the magnifier, click the **Exit** button on the magnifier tool.

Presentation Tools

You can activate the curtain or the spotlight tool using the **Utilities** tab on the **Menu bar**.

Curtain

Use the curtain to display the parts you want of your window. Sometimes you might want to cover some parts then reveal it slowly while you are working with Ketab Studio™.

Activating the Curtain Feature

To activate the **Curtain** feature, please follow the following link: **Activating the Curtain Feature**.

Spotlight

Use the spotlight to highlight certain areas of your window. You can move the spotlight over different parts of your window, change its background's opacity and color and change its size. Also you can use the page while the spotlight is on page to get across important points.

Activating the Spotlight Feature

To activate the **Spotlight** feature, please follow the following link: **Activating the Spotlight Feature**.

Capturing Features

You can use different Capturing Features to capture portion or whole images in different ways depending on the workspace you deal with. With these features you can capture the object from inside or outside Ketab Studio™ and insert it in Ketab Studio™ stage for explanation and illustration purposes.

Capturing window using Selected Window Capture Tool

Use Capture Selected Window tool to capture any open window and insert it inside Ketab Studio™ stage.

To capture a Selected Window:

- Click the **Utilities** tab on the **Menu Bar** to open it.
- Click the **Selected Window Capture** button.

Note: Once you want to capture from outside Ketab Studio™ make sure that you are in the floating mode or the window from which you want to capture is open immediately behind Ketab Studio™ Window and Ketab Studio™ is in restore down mode.

- Select the window that you want to capture by clicking it.
- The selected window will be captured and inserted into Ketab Studio™.
- You can select the inserted captured window by clicking it once and thus you can move, rotate and resize it.

Capturing object(s) using Freehand Capture Tool

You can control the border and the shape of the captured object by using Freehand Capture Tool.

To capture object using a freehand capture tool:

- Click the **Utilities** tab on the **Menu Bar** to open it.
- Click the **Freehand Capture** button

Note: Once you want to capture from outside Ketab Studio™ make sure that you are in the floating mode or the object you want to capture is open immediately behind Ketab Studio™ Window and Ketab Studio™ is in restore down mode.

- Hold down the mouse left button and drag to select the object that you want to capture.
- The captured object will be inserted into Ketab Studio™.
- You can select the inserted captured object by clicking it once and thus you can move, rotate and resize it.

Capturing object(s) using Selected Area Capture Tool

Use the **Selected Area Capture** tool to select as a rectangular selection and capture any object or shape and insert it in Ketab Studio™ stage.

To capture an object by using Selected Area Tool:

- Click the **Utilities** tab on the **Menu Bar** to open it.
- Click the **Selected Area Capture** button**.**

Note: Once you want to capture from outside Ketab Studio™ make sure that you are in the floating mode or the object that you want to capture is open immediately behind Ketab Studio™ Window and Ketab Studio™ is in restore down mode.

- Hold down the mouse left button and drag to select the object that you want to capture.
- The captured object will be inserted into Ketab Studio™.
- You can select the inserted captured object by clicking it once and thus you can move, rotate and resize it.

Capturing Desktop

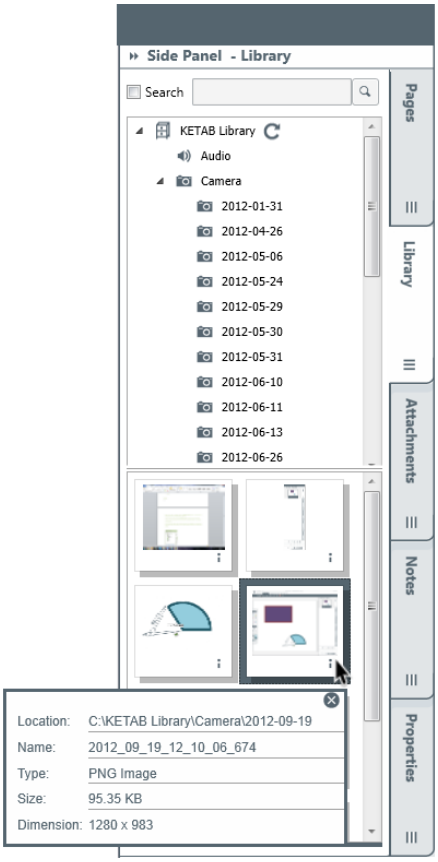
Use the Desktop Capture tool to capture a picture for the desktop screen and make it background for current Ketab Studio™ page.

To capture a background screen:

- Make sure that the screen you want to capture is open immediately behind Ketab Studio™ Window.
- Click the **Desktop Capture** button.
- The background of Ketab Studio™ current page becomes similar to the captured screen.

NOTES:

- When you capture a desktop using the **Desktop Capture** tool, it will become the background of the open Ketab Studio™ page only.
- When you capture a desktop using the **Desktop Capture** tool while you are in the desktop mode, the system will capture the desktop and insert it inside Ketab Studio™ as an image not as a background.
- All the captured images with capturing features will be displayed as a thumbnail in Ketab library and saved inside the camera folder entitled with the date of capturing by default.

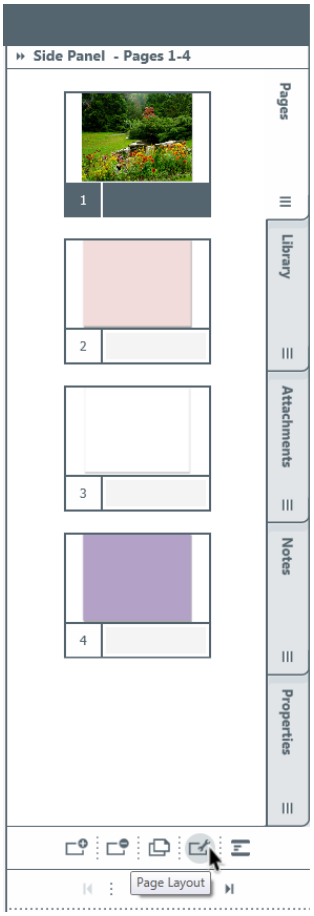


Applying the Captured Background to all Ketab Studio™ Pages

You can apply the captured background to all your Ketab Studio™ pages using the **Page Layout** feature.

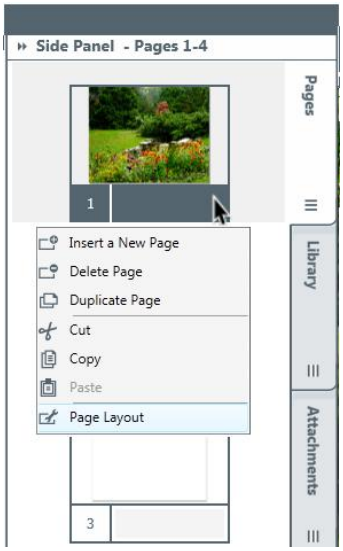
To apply the captured background to all of Ketab Studio™ Pages:

- From the **Pages** tab on the **Side Panel**, click the **Page Layout** Button on the **Page Editing** group that located at the bottom of the side panel.



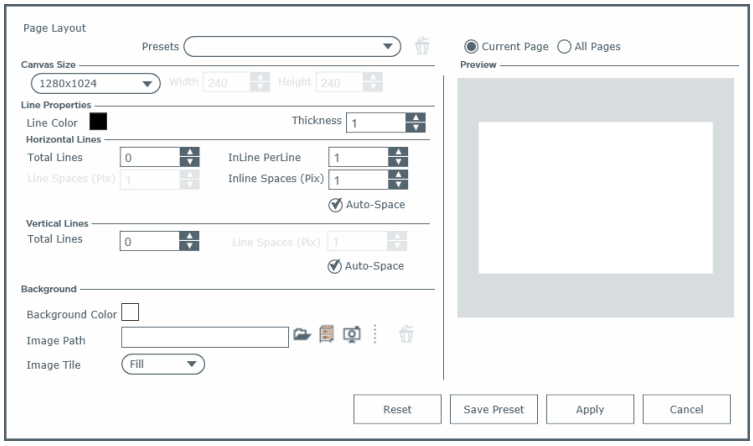
Or

- Right click the page thumbnail on the side panel, and then choose **Page Layout** option from the dropdown window.



- The **Page Layout** dialog box will be displayed.

- Choose the icon where you want to import the image from, beside the **Image Path** option Browser, Ketab Library or Capture Desktop; then choose the **Image Tile.**



- The captured background will appear on the **Preview** pane to the right of the dialog box.
- Choose the **All Pages** option above **Preview** and click **OK.**

Removing the Captured Background from Ketab Studio™ Page(s)

To remove the captured background image of the current Ketab Studio™ Page or all Ketab Studio™ Pages:

- Open the page you want to remove its background.
- From the **Pages** tab on the **Side Panel**, click the **Page Layout** Button or right click the page thumbnail and choose the **Page layout** option from the dropdown menu.
- The **Page Layout** dialog box will be displayed.
- In the **Background** pane, click the **Delete** button.
- Choose the **Current Page** option under **Preview** to remove the background image of only the current page then click **OK**.

OR

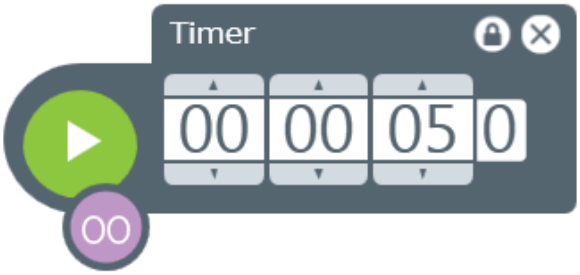
- If you want to remove the background image of all pages, click the **All Pages** option under **Preview** then click **OK**.

Timer

Use the timer to time some exercises and exams. The timer is used to control the time sequence of an event by counting down from a specified time interval.

To insert a Timer into Ketab Studio™ page:

1. Click the **Utilities** tab on the **Menu Bar** to open it.
2. Click the **Timer** button. The **Timer** is immediately inserted into the page.



3. Set the time using the arrows of numeric up-down box.
4. Click the **Play** button to start the timer counting down.
5. Click the **Pause** button to stop the timer temporarily or click the **Reset** button to restart the timer.
6. Click the **Lock** button to lock the timer in place not allowing it to move.

Note: To unlock the locked timer, click the **Unlock** icon.

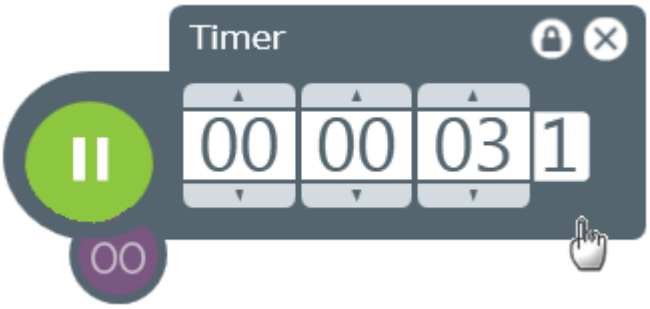
Moving a Timer Object

To move a Timer on Ketab Studio™ page:

- Point to the timer you want to move, hold down the mouse left button and drag to any location on page.

OR

- Select the timer you want to move by clicking it.
- Point to the selected timer, when the pointer becomes a , hold down the mouse left button and drag to any location on page.

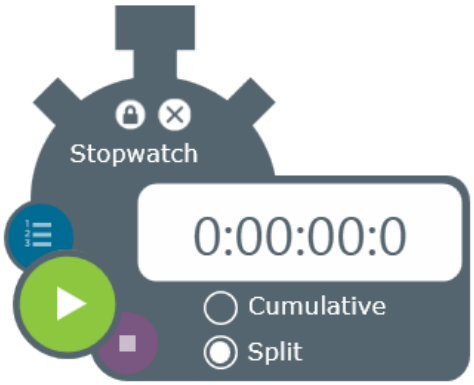


Stopwatch

Use the stopwatch to measure the consumed time in giving a lecture, presentation or competition by counting-up from zero. Moreover, it can be used to measure the time of some processes and activities together and present them all in one report as a split or a cumulative time.

To insert a Stopwatch into Ketab Studio™ page:

- Click the **Utilities** tab on the **Menu Bar** to open it.
- Click the **Stopwatch** button. The **Stopwatch** will immediately be inserted into the page.

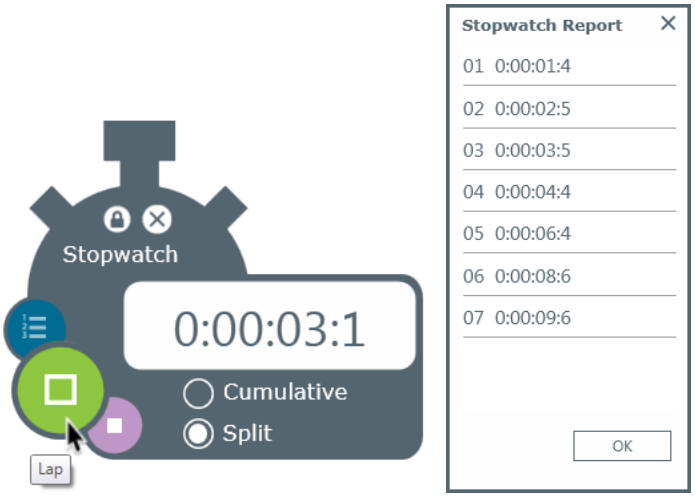


- Choose one of the two radio button options to determine the kind of reading time report whether **Split** or **Cumulative** time.
- Click the **Play** button to start the stopwatch.
- Click the **Stop** button to stop the stopwatch, then click the **Report** button to display the **Stopwatch Report**.
- Click the **Lock** button to lock the timer in place not allowing it to move.

Note: To unlock the locked timer, click the **Unlock** icon.

NOTES:

- Once you click **Stop** button the counter is reset.
- You can measure the time of many events together using the same stopwatch by making **Lap** in the end of each event, thus each time after each Lap is saved automatically in the report while the counter will continue running.



Moving a Stopwatch Object

To move a Stopwatch on Ketab Studio™ page:

- Point to the stopwatch you want to move, hold down the mouse left button and drag to any location on page.

OR

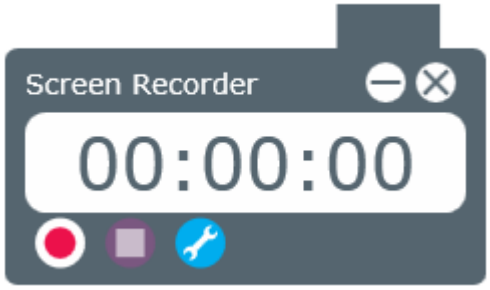
- Select the stopwatch you want to move by clicking it.
- Point to the selected stopwatch, when the pointer becomes a , hold down the mouse left button and drag to any location on page.

Screen Recorder

Screen Recorder records all the user actions on the PC screen as a video with the ability to record the voice.

To display a Screen Recorder in Ketab Studio™ page:

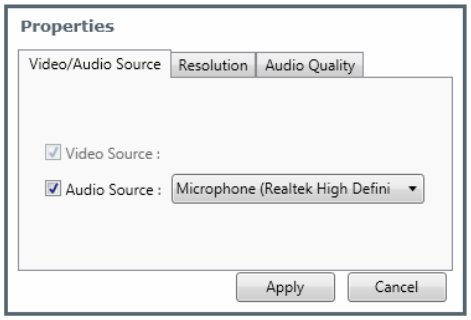
- Click the **Utilities** tab on the **Menu Bar** to open it.
- Click the **Screen Recorder** button. The **Video Recorder** window will be displayed in the page immediately.



- Click the **Record** button, the screen recorder starts recording any action on the screen.
- Click **Stop** button once you finish the recording process or click **Pause** button to stop temporarily.

NOTES:

- The recorded file is saved in Ketab library inside **Recorded files** and entitled with the current date by default.
- Click properties button to adjust recorder's resolution, audio quality, video/audio source and display information.



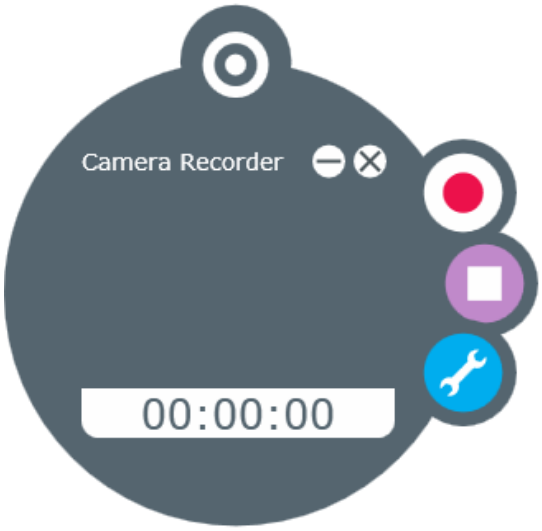
Camera Recorder

You can attach camera to your PC and record all your actions in a lecture or in a presentation by the camera recorder of Ketab Studio™ and save it as a video file.

To display a Camera Recorder in Ketab Studio™ page:

- Click the **Utilities** tab on the **Menu Bar** to open it.

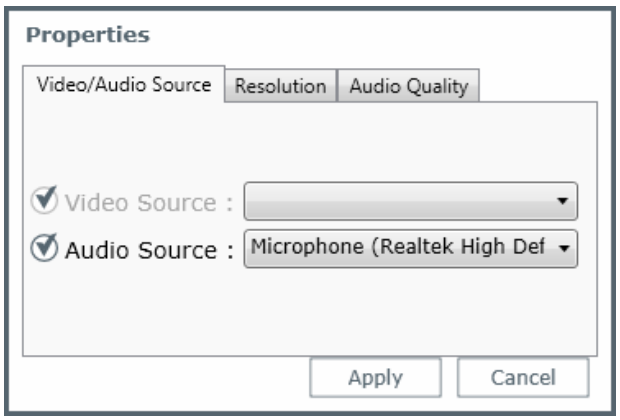
- Click the **Camera Recorder** button in the **Utilities** group. The **Video recorder** window will be displayed in the page immediately with two tabs, a screen recorder and camera recorder.(Camera recorder tab will be opened by default).



- Choose the camera source if there are more than one camera.
- Click **Record** button , the Camera recorder starts recording.
- Click **Stop** button once you finish recording or **Pause** button to stop recording temporarily**.**

NOTES:

- The recorded file is saved in Ketab library inside **Recorded files** and entitled with the current date by default.
- Click properties button to adjust recorder's resolution, video quality, audio quality, video/audio source and display information.



Pen recorder (PRO Edition)

This feature will facilitate recording all user activities (Pen or mouse events) smoothly for later replay. The desired recorded activities will also be saved without exhausting the memory size of your PC or affecting its performance.

To display a Pen Recorder in Ketab Studio™ page:

1. Click the **Utilities** tab on the **Menu Bar** to open it.
2. Click the **Pen Recorder** button in the **Utilities** group.

In this mode, the **Menu Bar** and the **Side Panel** disappear leaving a whiteboard area with **pen recorder Toolbox**.

- Click **Record** button , the Pen recorder starts recording.
- Click **Stop** button once you finish recording or **Pause** button to stop recording temporarily**.**
- Click the **Enable Voice Recording** button to record the voice while recording.
- Click the **capture background** button to capture the background while recording

  Note: you can control the captured background by choosing whether to capture full page option or to capture the background of the object you draw/write only

- Click the **Pen** button to start write or draw on the paper.
- Click the **Eraser** button to delete or edit what did you write or draw.
- Click to change the pen color.
- Click to change the thickness of the pen.
- Click to change the shape of the pen.
- Click to close **Pen Recorder**.
- Click to show or hide the pen recorder toolbox.

NOTE: The recorded file is saved in Ketab library inside **Recorded files** and entitled with the current date by default.

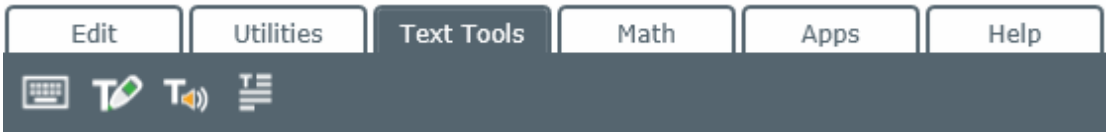
Moving a Video Recorder Object (Screen, Camera and Pen Recorder)

To move a camera/screen recorder on Ketab Studio™ page:

- Point to the title bar of the camera, screen and pen recorder window that you want to move, hold down the mouse left button and drag to any location on page.

Text Tools

You can find all that you need to create and format a text inside Ketab Studio™ pages. You can deal with many text features such as text recognition, rich text and keyboard using **Text Tools** tab on the **Menu Bar**



Keyboard

Display keyboard from the **Text Tools** tab on the **Menu Bar** to be used in writing.

To display the Keyboard:

- Click the **Text Tools** tab on the **Menu Bar** to open it.
- Click the **Show Keyboard** button.

Text Recognition

Use the **Text Recognition** tool to convert your handwritten letters and words to typed characters, and then insert the text exactly where you want it.

To use the Text Recognition mode:

- Click the **Text Recognition** mode on the **Menu Bar**.
- The curser will transfer to .
- Start writing. while you are writing, the written text will be immediately recognized.
- Click upon the text on the displayed window to insert it or click the close icon on the appeared window to cancel without entering anything.

NOTES:

- You can move, resize or rotate the written text around its pivot point or use the shortcut toolbox that appears below the text's textbox to make changes such as deleting, duplicating or formatting.
- To edit the text, make sure you are using the **Selection** mode then double click the text or click the **Edit Text** button on the shortcut toolbox appearing below the selected text.

Text - speech (PRO Edition)

You can write an English text and listen to it being read back to you two options read the whole text or read the single word upon mouse click.

Display keyboard from the Text Tools tab on the Menu Bar to be used in writing.

To use the Text speech mode:

This feature includes two options **the whole text** and **the single word**:

To read the whole text :

1. Write any text (rich text, insert text, word tracing).
2. Choose Text to speech icon from Shortcut toolbox menu**.**

To activate read single word feature

1. Write any text (rich text, insert text, word tracing).
2. Click the **Text Tools** tab on the **Menu Bar** to open it.
3. Click the **text to speech** button.
4. The cursor will become click mouse upon the word to hear it .

To close (single word) text to speech

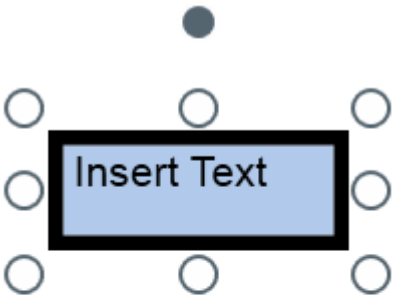
1. Click the **Text Tools** tab on the **Menu Bar** to open it.
2. Click to activate **text to speech** button.

Rich Texts

Insert editable **rich texts** into Ketab Studio™ page using the **Rich Text** mode on the Ketab Studio™ **Menu Bar**. The rich text is provided with essential formatting control, which enriches the text and makes it more elaborated.

To insert a Rich Text into Ketab Studio™ page:

1. Click the **Rich Text** button on the **Menu Bar**.
2. The "I" cursor appears on page. Click the area where you want to insert the rich text on Ketab Studio™ page and drag to draw a textbox.
3. A rich textbox appears on page.

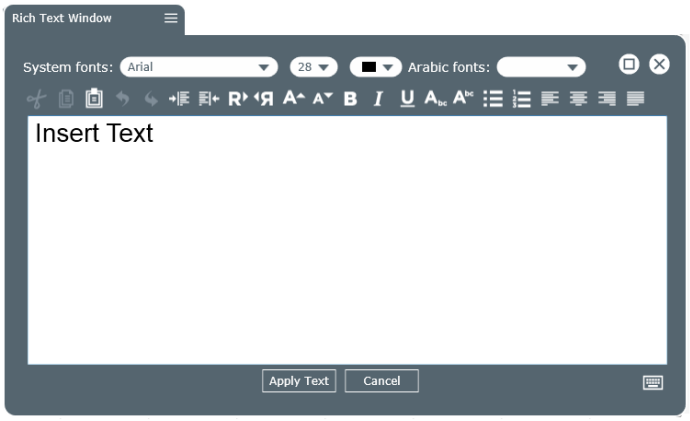


To Edit a Rich Text:

- To write a rich text, double click the textbox that inserted in Ketab Studio™ page.

OR

- Click the **Edit Text** icon on the shortcut toolbox below the selected **Textbox.** The rich text window will be displayed.



- Write your text and format it using toolbox commands.
- Click **Apply Text** button to insert the text.
- Or click **Cancel** to close the dialog without inserting.

Changing a rich text format

Ketab Studio™ rich text is provided with rich text window which contains the essential formatting controls. Such as:

- **System font**: to choose your favorite English font.
- **Arabic font:** to choose your favorite Arabic font. **(PRO Edition)**
- **Bold**: To embolden the selected text font, click the **Bold** icon **B** on the **Rich Text Window**.
- **Italic**: To italicize the selected text, click the **Italic** icon *I*.
- **Underline**: To add a line under the selected text, click the **Underline** icon U.
- **Grow Font**: To increase the selected text font size, click the **Grow Font** icon A.
- **Shrink Font**: To decrease the selected text font size, click the **Shrink Font** icon A.
- **Bullets**: To add bullets to the selected text, click the **Bullets** icon.

- **Numbering**: To number the selected text, click the **Numbering** icon .
- **Align Left**: To align the selected text to the left, click the **Align Left** icon .
- **Align right**: To align the selected text to the right, click the **Align Right** icon .
- **Align Center**: To center the selected text, click the **Align Center** icon .
- **Justify**: To justify the selected text, click the **Justify** icon .
- **Keyboard**: to show the **Keyboard**, Click the **Keyboard** button.

Notes:

- You can change text orientation from right to left and vice versa within the textbox while you are in the **Rich Text Window**. You can change the RTL orientation (right to left) when you use the Arabic language by pressing **Ctrl+Shift** on the right side of the keyboard. Also, you can change the LTR orientation (Left to Right) when you use the English language by pressing **Ctrl+Shift** on the left side of the keyboard.
- You can select the **Textbox** by clicking it and thus move, rotate or resize it.
- You can also use the shortcut toolbox that appears below the textbox to make changes such as deleting, duplicating or formatting.
- You can paste a copied text from another application into Ketab Studio™ rich text window and vice versa.

Moving, Resizing and Rotating a Rich Text

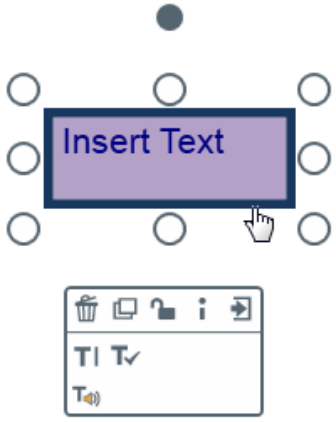
Moving a Rich Text

To move a Rich Text:

- Point to the **Rich Text** you want to move, hold down the mouse left button and drag the rich text to its new location on page.

OR

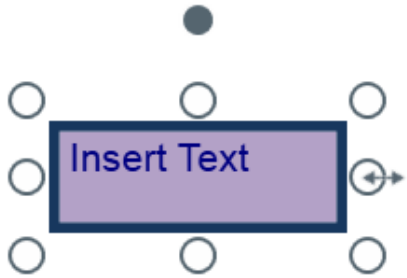
- Select the **Rich Text** you want to move by clicking it.
- Point to the selected textbox, when the pointer becomes a , hold down the mouse left button and drag the textbox to its new location on page.



Resizing a Rich Text

To resize a Textbox:

- Select the rich text you want to resize.
- Sizing handles appear on the sides of the textbox. Point to one of the sizing handles, when the pointer becomes a ⟷ drag the handle to make the textbox larger or smaller.



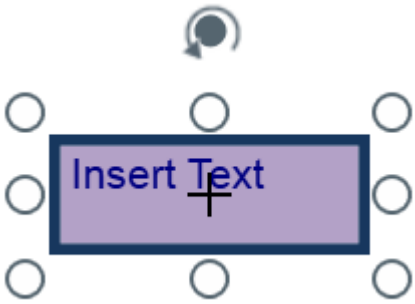
Rotating a Rich Text

To rotate a Textbox:

- Select the rich text you want to rotate.
- A rotation handle appears on top of the textbox shortcut toolbox.
- The rich text rotates around its pivot point (appears while rotating) wherever it is. So, move the pivot point from the center of the rich text into the place where you

want the rich box to be rotated around, or keep it in the center to rotate the rich text around itself.

- Point to the rotation handle, when the pointer becomes a , hold the mouse down and drag it toward the direction that you want to rotate the textbox.



Math Tools

Insert math tools and perform geometric operations such as measuring angles degrees, using protractor and drawing angles using compass.

Calculator

You can display Microsoft windows default calculator from the **Math** tab on the **Menu Bar.**

To display the Calculator using the Menu Bar:

- Click the **Math** tab on the **Menu Bar** to open it.
- Click the **Calculator** button.

Ruler

Insert a resizable ruler into Ketab Studio™ and use it to measure the length of shape lines or object sides. You can also use the ruler to draw lines on Ketab Studio™ page.

Inserting a Ruler into Ketab Studio™ page

To insert a ruler into Ketab Studio™ Page:

- Click the **Math** tab on the **Menu Bar** to open it.
- Click the **Ruler** button
- Click on page then drag to draw a ruler. Stop when you get the required size of ruler.

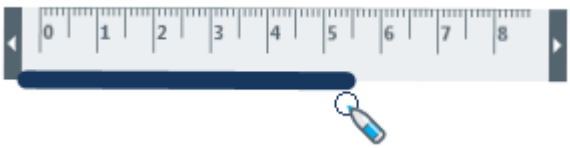
Note: You can select the ruler you draw on Ketab Studio™ page and thus you can move and control it using the two movable edges, which control its length and facilitate its resizing from each side in addition to editing it using the **shortcut toolbox** that appears upon selecting the ruler.

Using Ruler to Draw Lines on Ketab Studio™ Page

Use the inserted ruler to draw straight lines on Ketab Studio™ page. This feature is useful when you want to line the page or draw lines with defined length on Ketab Studio™ page.

To draw lines on Ketab Studio™ page using the ruler:

- Insert a ruler into Ketab Studio™ page with the size you want.
- Rotate the ruler to the degree you want.
- From the **Toolbox**, select the **Pen** mode.
- Using the **Pen,** draw a line close to the top/bottom edge of the ruler.
- Stop when you get the desired line length.



Note: The drawn line is treated as a freehand object. This means that you can select it and thus you can move, rotate and resize it in addition to editing it using the **shortcut toolbox** that appears upon selecting the line.

Moving a ruler

To move a ruler on Ketab Studio™ page:

- Point to the ruler you want to move, hold down the mouse left button and drag to any location on page.

OR

- Select the ruler you want to move by clicking it.
- Point to the selected ruler, when the pointer becomes a , hold down the mouse left button and drag to any location on page.

Controlling the Ruler

You can control the selected ruler by its two sizing handles. You can move the selected ruler in all directions and you can increase or decrease its length by one of its two handles.

To control the selected ruler:

- Select the ruler you want to control.
- Two sizing handles occur on both sides of the ruler. Point to one of the two sizing handles until the sizing pointer becomes a , then drag the handle inside or outside to make the ruler longer or shorter.

OR

- Point to one of the two sizing handles until the pointer becomes a , then hold the mouse down and move the ruler in the direction that you want.

Note: The ruler's numbers increase and decrease while changing its length.

Protractor

Insert a resizable **Protractor** into Ketab Studio™ page and use it for drawing and measuring angles. The protractor is supplied with angle degree indicator to determine accurately the degree of the angle. Moreover, the measurement of the angle size will be displayed automatically.

Inserting a Protractor into Ketab Studio™ Page

To insert a Protractor into Ketab Studio™ Page:

- Click the **Math** tab on the **Menu Bar** to open it.
- Click the **Protractor** button.
- Click any location on the page. The **Protractor** is immediately inserted into the page.

Note: You can select the protractor and thus you can move, rotate and resize it in addition to editing it using the **shortcut toolbox** that appears upon selecting the ruler.

Moving, Resizing and Rotating a Protractor

Moving a Protractor

To move a protractor on Ketab Studio™ page:

- Point to the protractor you want to move, hold down the mouse left button and drag to any location on page.

OR

- Select the protractor you want to move by clicking it.
- Point to the selected protractor, when the pointer becomes a , hold down the mouse left button and drag to any location on page.

Resizing a Protractor

To resize a protractor on Ketab Studio™ page:

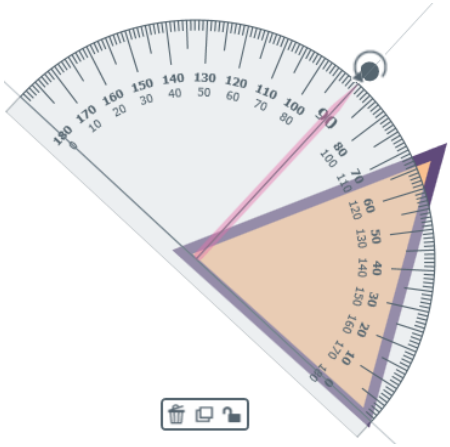
- Select the protractor you want to resize by clicking it.
- A sizing handle appear on the right bottom corner of the selected protractor.
- Point to the sizing handle, when the pointer becomes a ⟷, hold the mouse down and drag the handle to the right or left to make the protractor larger or smaller.

Rotating a Protractor

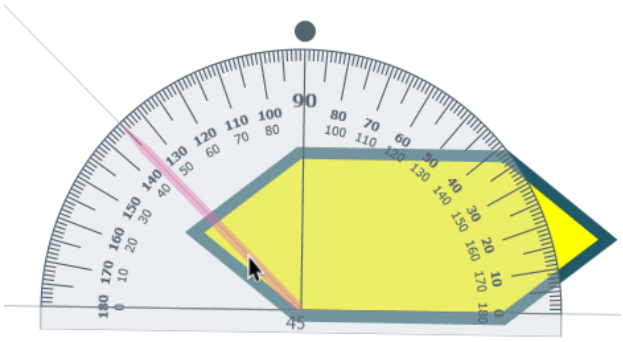
To rotate a protractor on Ketab Studio™ page:

- Select the protractor you want to rotate by clicking it.
- A rotation handle appears on top and a pivot point appears on the center of the selected protractor.

- Point to the rotation handle, then when the rotation pointer becomes a , hold the mouse down and drag it toward the direction that you want to rotate the selected **Protractor**.



Note: The protractor is supplied with angle degree indicator to determine accurately the degree of the angle that you need to measure.



Measure Angles of the Shapes Using a Protractor

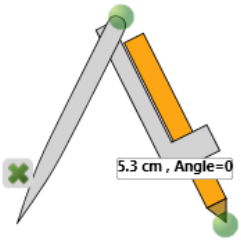
To measure the angles of the shapes using protractor on Ketab Studio™ page:

- Select the shape you want to measure its angle.
- Select the protractor you want to use by clicking it.Then, drag and but it on the shape that you want to measure its angle.
- Point to the angle degree indicator, when the pointer becomes a , hold the mouse down and drag the indicator to the side of the shape that you want to measure.

Note: The measurement of the angle size will be displayed automatically.

Compass

Draw circles and measure the distance between two points on Ketab Studio™ page.

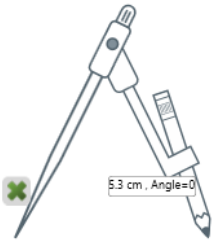


Ketab Studio™ compass consists of two pointed legs moveable on a joint, one of which is equipped with a pencil, and the other with a sharp point.

Inserting a Compass into Ketab Studio™ page

To insert a compass into Ketab Studio™ Page:

- Click the **Math** tab on the **Menu Bar** to open it.
- Click the **Compass** button.
- On Ketab Studio™ page, the + cursor appears, click on a certain location on the page to determine the center of the circle (starting point).
- When you click the mouse, a compass will be inserted into the page.



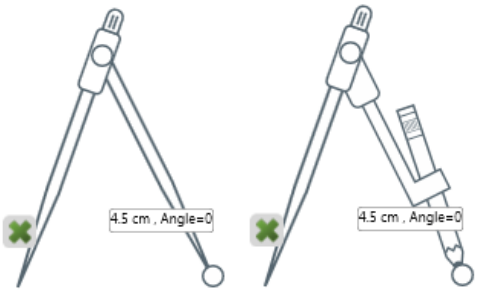
NOTES:

- You can move, and resize the diameter of the circle you draw. You can also hide and show the compass pencil in addition to deleting the compass.
- Measurements of the drawn shape angle and the distance between the compass two legs (circle diameter) appear on the compass.

Hiding / Showing the Compass Pencil

To hide/show the compass pencil:

- Click the pencil to hide the compass pencil.
- Click the compass right leg to show the pen again



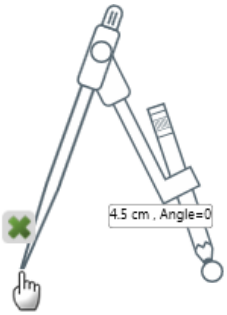
Moving a Compass

To move a compass on Ketab Studio™ page:

- Point to the left leg of the compass, hold the mouse button down and drag to any location on page.

OR

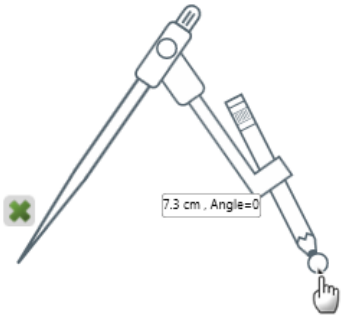
- Select the compass you want to move by clicking it.
- Point to the selected compass, when the pointer becomes a , hold down the mouse left button and drag to any location on page.



Resizing the Distance between the Compass Two Legs

To resize the distance between the compass two legs (diameter of the circle)

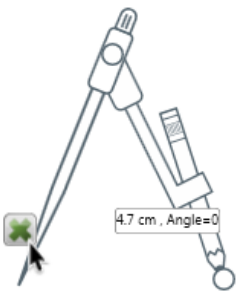
- Point to the sizing handle of the pencil head.
- When the sizing pointer becomes a , hold the mouse down and drag the handle to the right or left to increase or decrease the distance (circle diameter).



Deleting a Compass

To delete a compass from Ketab Studio™ page:

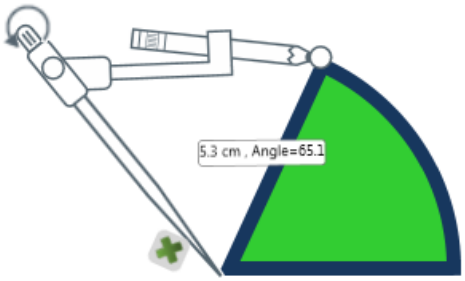
- Click the **Delete** icon to the left of the compass to delete it.



Drawing a circle on Ketab Studio™ Page Using the Compass

To draw a circle using a Compass:

- Insert a compass into Ketab Studio™ page.
- If needed change the diameter and angle by using the resizing handle on the pencil head.
- Point to the rotation handle on the top of the compass.
- When the handle becomes a , hold the mouse down and drag to the left to draw a circle.
- While moving an arc appears.



- Stop when you get the wanted shape or angle.

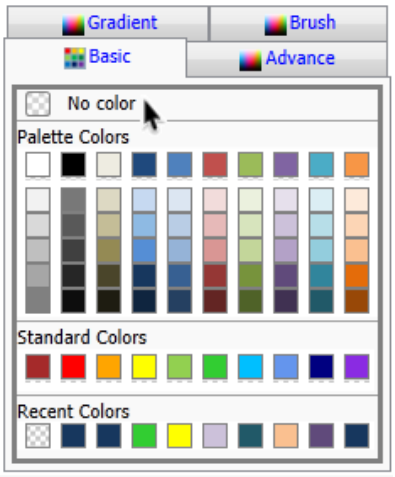
Note: The shape drawn by the compass is treated as a shape object, i.e. it is resized, rotated, moved and edited the same way.

Use Compass to draw a freehand Object using No Fill Option

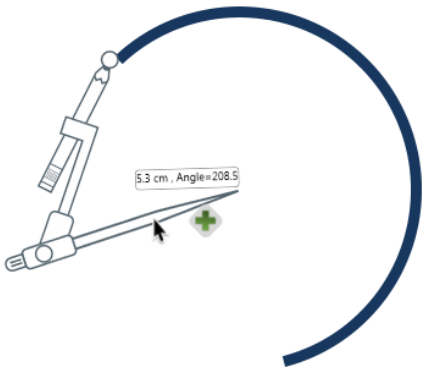
You can use the compass to draw a freehand object (circle) on Ketab Studio™ page when the **No Fill** option is activated.

To draw a freehand object using the no fill option:

- Choose the **No Fill** color from the **Fill Color** palette on Ketab Studio™ **Toolbox**.



- Insert a compass into Ketab Studio™ page.
- Point to the rotation handle on the top of the compass.
- When the handle becomes a , hold the mouse down and drag to the left to draw a circle.
- While moving an arc appears. Stop when you get the wanted shape.



Right Triangle

Insert a resizable right triangle (90 30 60 or 90 45 45) into Ketab Studio™ page.

Inserting a Right Triangle into Ketab Studio™ page

To insert a right triangle into Ketab Studio™ Page:

- Click the **Math** tab on the **Menu Bar** to open it.

- Click or the **Right Triangle** button.
- Click on page. The **Right Triangle** is immediately inserted into the page.

NOTES:

- You can select the right triangle you draw on Ketab Studio™ page and thus you can move, rotate and resize it in addition to editing it using the shortcut toolbox that appears upon selecting the right triangle.
- You can draw lines on page using the right triangle exactly as the ruler.

Moving, Resizing and Rotating a Right Triangle

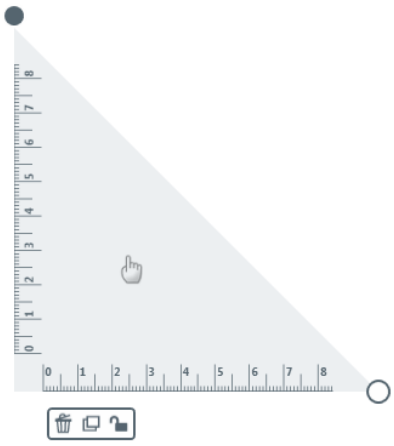
Moving a Right Triangle

To move a right triangle on Ketab Studio™ page:

- Point to the right triangle you want to move, hold down the mouse left button and drag to any location on page.

OR

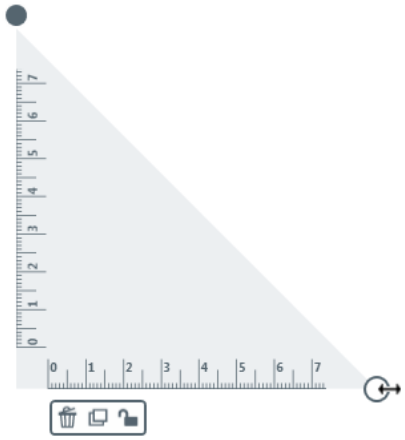
- Select the right triangle you want to move by clicking it.
- Point to the selected right triangle, when the pointer becomes a , hold down the mouse left button and drag to any location on page.



Resizing a Right Triangle

To resize a right triangle on Ketab Studio™ page:

- Select the right triangle you want to resize by clicking it.
- A sizing handle appear on the right angle of the right triangle.
- Point to the sizing handle, when the sizing pointer becomes a ⟷ drag the handle to the right or left to make the right triangle larger or smaller.

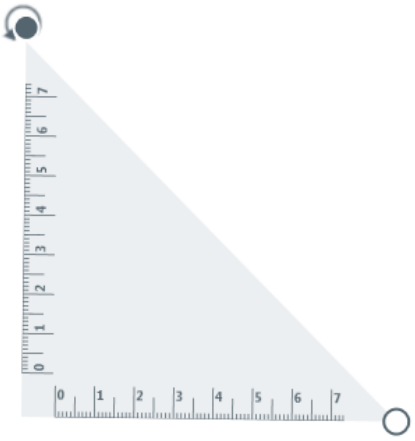


Note: The right triangle's numbers increase and decrease while resizing.

Rotating a Right Triangle

To rotate a right triangle on Ketab Studio™ page:

- Select the right triangle you want to rotate by clicking it.
- A rotation handle appears on the top of the right triangle.
- Point to the rotation handle. When the handle becomes a , hold the mouse down and rotate to the direction you want.

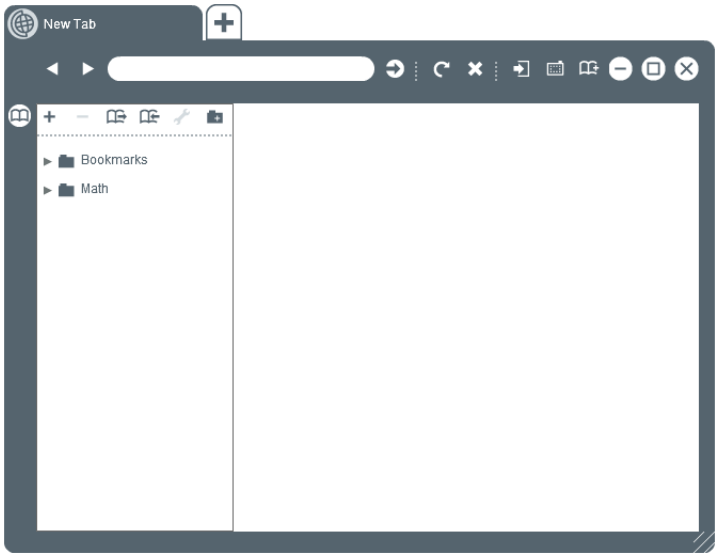


APPS (PRO Edition)

Get across the most used educational websites smoothly and directly. You can navigate through ketab browser, Google image, YouTube, Wikipedia, Charts, Cartesian Pane, Fraction, Word Tracing Tool, The Holy Quran and Quiz.

ketab browser

- You can display **Ketab browser** from the **Apps** tab on the **Menu Bar**.
- Click the **Ketab browser** button.
- The **Ketab browser** window will be displayed.



- Enter a word or phrase and click **Go** .
- A list of possible matches with links should appear.

Ketab browser Buttons

- **Refresh**: to reload the internet page, click the **Refresh** button.
- **Stop**: to stop load the internet page, click the **stop** button.
- **Capture frame**: to capture the window frame and send it to Ketab Studio™.
- **Selected Area Capture:** to capture the area you selected.
- **Bookmark this page**: to add the page you opened to a bookmark list.
- **Minimize**: to hide the **Ketab browser** window ,click the **Minimize** button**.**

- **Maximize: To** maximize the floating window of side panel tab, click the **Maximize** button at the right top of the floating window.
- **Restore down**: To restore the window down, click the **Restore down** button.
- **Back**: to back to the previous web site page, click the **Back** button.
- **Next**: to go to the next web site page, click the **Next** button.
- **Close**: To close the **Ketab browser** window, click the **Close** button.
- **Add bookmark**: click to add a new bookmark.
- **Remove bookmark**: click to delete bookmark you have before.
- **Export Bookmark to Xml file**: click to export the web site.

Google Image

- You can display **Google Image** from the **web apps** tab on the **Menu Bar**.
- Click the **Google Image** button.
- The **Google Image** window will be displayed.

- Search the image you want by writing its keyword, and then click the **Go** button.
- **Minimize**: to hide the **Ketab browser** window, click the **Minimize** button**.**
- **Maximize:** to maximize the floating window of side panel tab, click the **Maximize** button at the right top of the floating window.
- **Restore down**: To restore the window down, click the **Restore down** button.
- **Back**: to back to the previous website page, click the **Back** button.
- **Next**: to go to the next web site page, click the **Next** button.
- **Close**: To close the **Ketab browser** window, click the **Close** button.

WIKIPEDIA

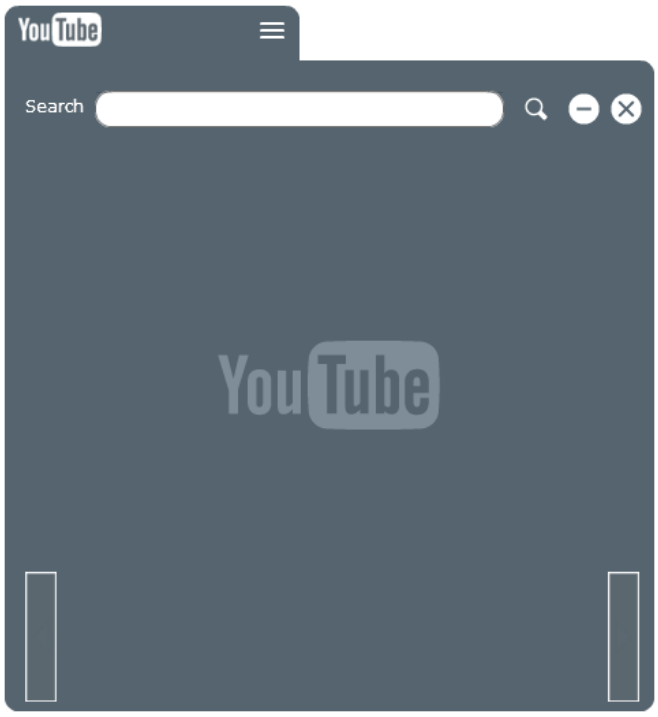
1. You can display **Wikipedia** from the **web apps** tab on the **Menu Bar**.
2. Click the **Wikipedia** button.
3. The **Wikipedia** window will be displayed.

4. Write information that you want to know more about it, click the **Go** button.
5. **Minimize**: to hide the **Ketab browser** window, click the **Minimize** button**.**
6. **Maximize:** to maximize the floating window of side panel tab, click the **Maximize** button at the right top of the floating window.
7. **Restore down**: to restore the window down click the **Restore down** button.
8. **Back**: to back to the previous web site page, click the **back** button.
9. **Next**: to go to the next web site page, click the **Next** button.
10. **Close**: to close the **Ketab browser** window, click the **Close** button.

YouTube

1. You can display **YouTube** from the web apps tab on the Menu Bar.
2. Click the **YouTube** button.

3. The **YouTube** window will be displayed.

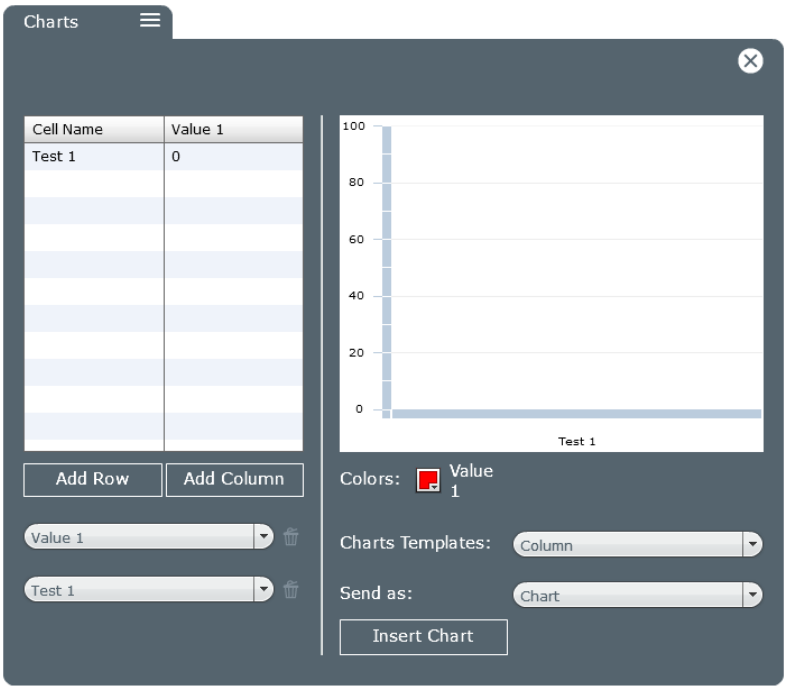


4. Write any word related to the video that you want to show, and then click the **Go** button.
5. **Minimize**: to hide the **Ketab browser** window, click the **Minimize** button**.**
6. **Maximize: To** maximize the floating window of side panel tab, click the **Maximize** button at the right top of the floating window.
7. **Restore down**: To restore the window down click the **Restore down** button.
8. **Back**: to back to the previous website page, click the **back** button.
9. **Next**: to go to the next web site page, click the **Next** button.
10. **Close**: To close the **Ketab browser** window, click the **Close** button.

Charts

1. Transforming data into charts allowing the audience to perceive the conveyed message at a glance.
2. Click the **APPS** tab on the **Menu Bar** to open it.
3. Click the **Charts** button.

4. The charts window will be displayed with two panes .



5. Change the names of columns; fill your data on the table.
6. Click

to add new row.
7. Click

to add new column.
8. **Delete**: choose from the list the column name or the row name and click the **Delete** button.
9. Change the color which meets your need.
10. Choose a template from the **Charts Templates** list.
11. Choose from the **Send as** list what you want to send to Ketab Studio™, and then click the **Insert** button.

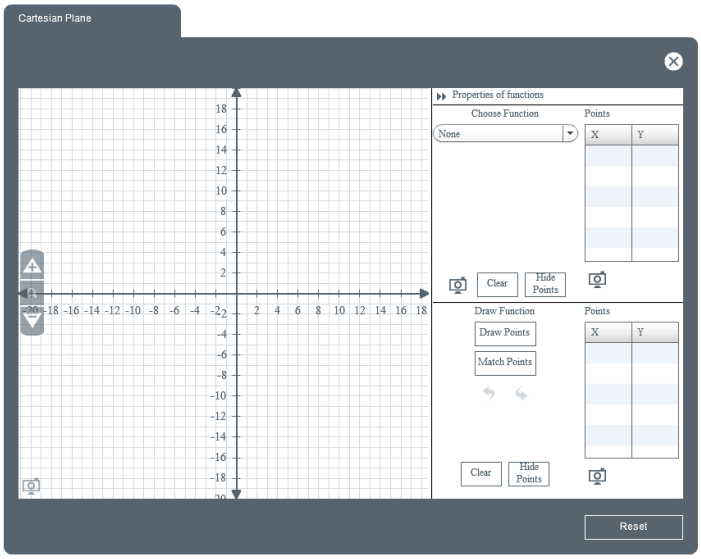
Cartesian

You can display Cartesian plane from the Math tools tab on the Menu Bar

To display the Cartesian plane using the Menu Bar:

1. Click the **Apps** tab on the **Menu Bar** to open it.

2. Click the **Cartesian** button.
3. The Cartesian window will be displayed with three parts (choose function, row points and draw area).



4. Choose Function or Equation from the list.
5. Automatically the Function or the Equation will appeared on the plane with the (x,y)points.
   a. **Note**: you can change the constant values (students will notice the differences on the plane when they change them).
6. **Send to Ketab Studio™**: to capture the (X,Y) table and send it to Ketab Studio™ .
7. **Send to Ketab Studio™**: to capture Equation and send it to Ketab Studio™ .
8. **Clear**: Click to clear the function and (X,Y)points .
9. **Hide Points**: Click to hide the table points.

To drew points on the Cartesian plane

- **Draw Points** :Click the **Draw points** button to start drawing on the Cartesian plane.
- **Match Point** :Click **match points** button to match the drawn point.
- Automatically the (X,Y) value will appear on the table.
- **Clear**: click to clear the function and (X,Y)points .

- **Hide Points**: click

to hide the schedule points .
- **Send Draw Points Table to Ketab Studio™**: click to capture the (X,Y) table and send it to Ketab Studio™.
- **Undo**: To undo an action done on Cartesian plane, click the **Undo** command.
- **Redo**: To re-execute a previous action(s) that has been cancelled by the Undo command, click the **Redo** command.
- **Close**: To close the **Ketab browser** window, click the **Close** button.
- **Settings**: to change the Cartesian settings, click the **settings** button.
- This window will be displayed.

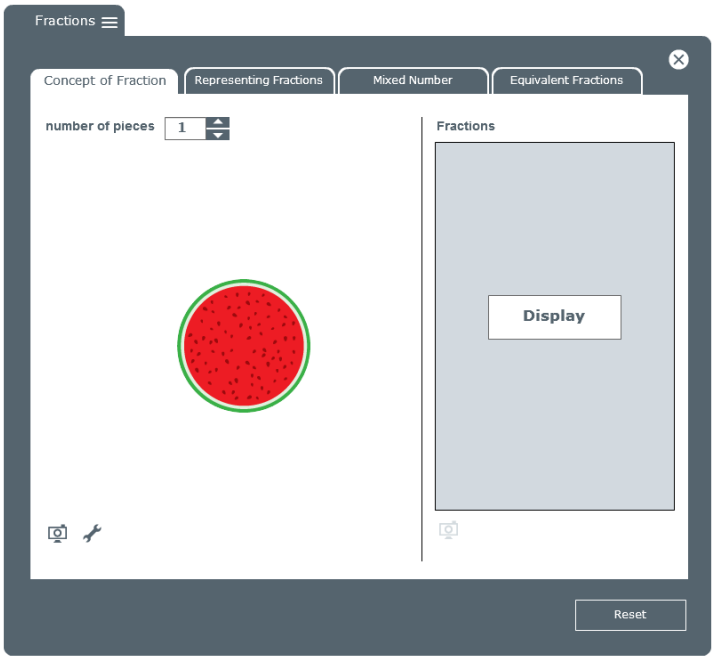
  - Choose either to **show Inspection** or not.
  - Choose one of the rounding options.
  - Click **Apply** to save the change or **Cancel** to exit without save.
- **Zoom in** : To enlarge the Cartesian plane , Click the Zoom in Button on Cartesian plane.
- **Zoom out** : To make the Cartesian plane view smaller, Click the Zoom out Button on Cartesian plane.
- **Send to Ketab Studio™**: click to capture the Cartesian plane and send it to Ketab Studio™.

Fractions

You can display fraction window from the **Math tab** on the **Menu Bar**

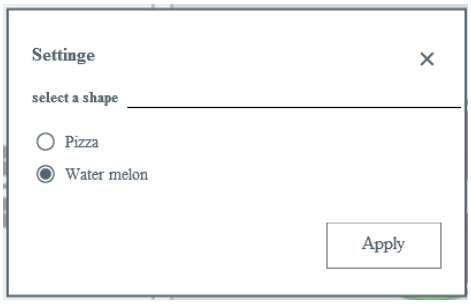
To display the fraction using the Menu Bar:

- Click the **APPS** tab on the **Menu Bar** to open it.
- Click the **fraction** button.
- The **fraction** window will be displayed.



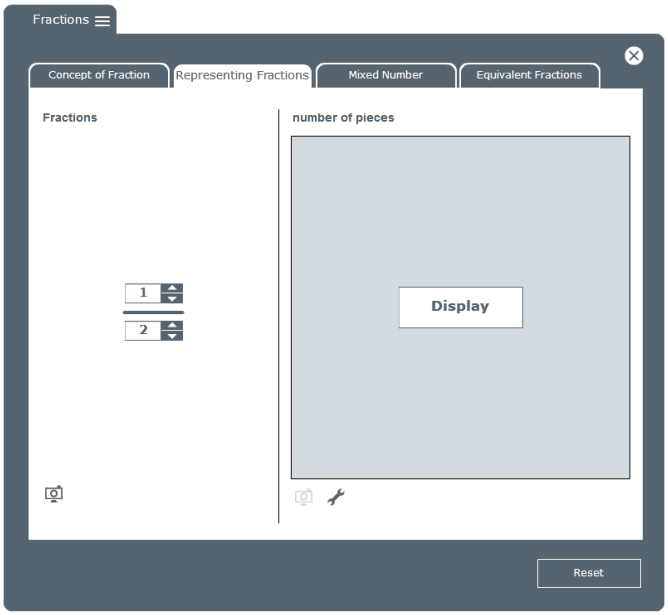
Concept of Fraction

- Choose the number of pieces which will automatically appear on the shape.
- **Send to Ketab Studio™**: click to capture the shape and send it to Ketab Studio™.
- **Settings**: click to change the shape.
- The **Settings** window will be displayed.



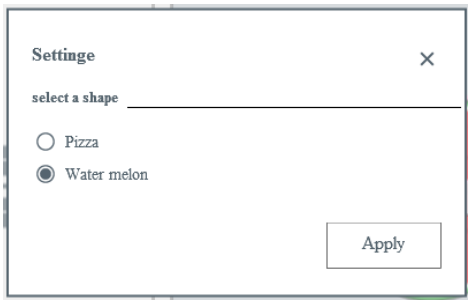
- Choose the shape you want and click **Apply**.
- Click **Display** button, the chosen shape will automatically appear with the fraction.
- **Send to Ketab Studio™:** click to capture the fraction and send it to Ketab Studio™.

Representing Fraction



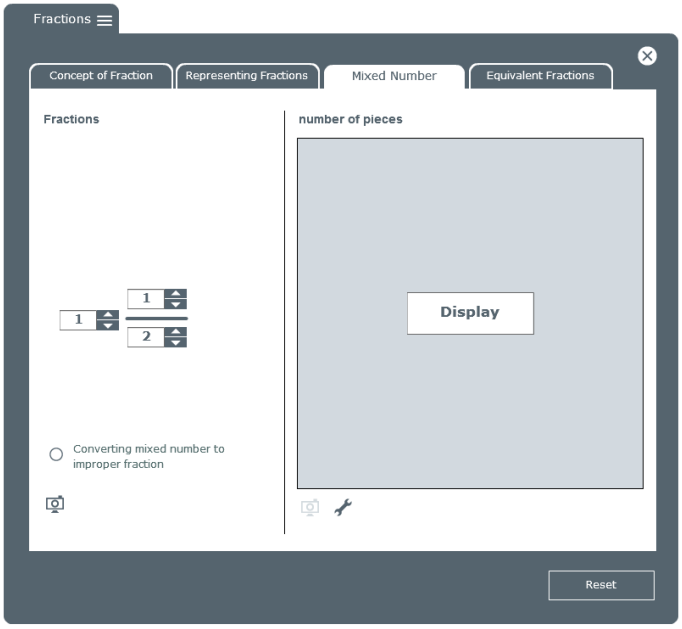
- Write the value you want to the proper fraction (not less than ½ and not more than 9/10)
- **Send to Ketab Studio™**: click to capture the proper fraction and send it to Ketab Studio™.
- Click **Display** button, the chosen shape will automatically appear with the fraction.

- **Send to Ketab Studio™** : click to capture the shape and send it to Ketab Studio™
- **Settings**: click to change the shape.
- The **Settings** window will be displayed.

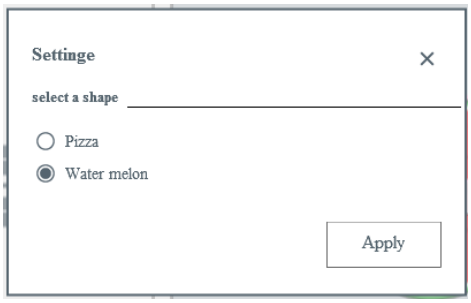


- Change the shape as you want and click **Apply**.
- Click **Display** button, the chosen shape will automatically appear with the fraction.

Mixed Number



- Write the value you want to the **Mixed number** (the proper number not less than 1 and not more than 5 ,the fraction not less than ½ and not more than 9/10)
- **Send to Ketab Studio™**: click to capture the mixed number and send it to Ketab Studio™.
- Click **Display** button to show the fraction shape.
- **Send to Ketab Studio™** : click to capture the shape and send it to Ketab Studio™
- **Settings**: click to change the shape.
- The **Settings** window will be displayed.



- Change the shape as you want and click **Apply**.
- Click **Display** button, the chosen shape will automatically appear with the fraction.

Equivalent Fractions

1. Choose the fraction you want from the fraction wall.
2. All the **Equivalent Fractions** will appear with the comparing fraction.
3. **Send to Ketab Studio™** : click to capture **Equivalent Fractions** and send it to Ketab Studio™

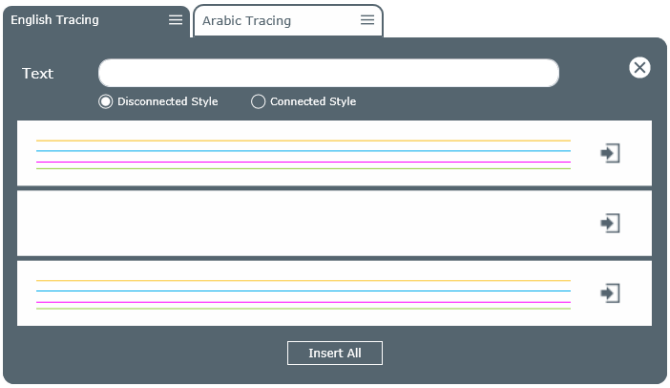
Word Tracing (PRO Edition)

This will enhance the students' handwriting when they write on sequenced dotted guidelines. Options will be available for the teacher to choose from many types of fonts to be learned.

Display word tracing from the Text Tools tab on the Menu Bar to be used in writing.

To use the word tracing mode:

- Click the **word tracing** mode on the **Menu Bar**.
- The following window will be displayed.



- Insert text.
- Choose either **connected** or **disconnected** style.

- Click the **Insert** icon beside any style you want to send it to Ketab Studio™. Or click **Inserts all** to send them all.

The Holy Quran

The Holy Quran is available for Ketab Studio™ users.

To use The Holy Quran **in Ketab Studio™ page:**

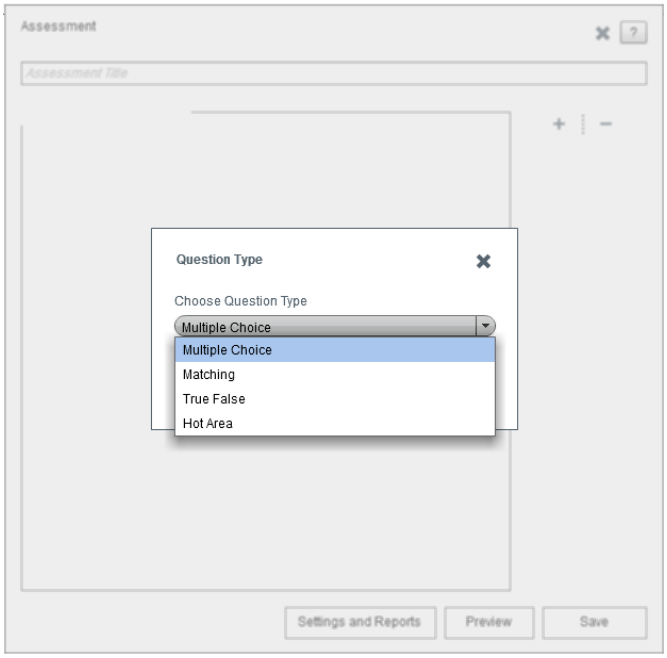
- Click the **Apps** tab on the **Menu Bar** to open it.
- Click **The Holy Quran** button. The Holy Quran window will be displayed in the page immediately.

Quiz

The ongoing use for the assessment tool makes the teacher knows in advanced the strengths and weaknesses of students understanding and comprehension.

To use the Quiz tool in Ketab Studio™ page:

- Click the **APPS** tab on the **Menu Bar** to open it.
- Click the **Quiz Tool** button. The assessment tool window will be displayed in the page immediately.

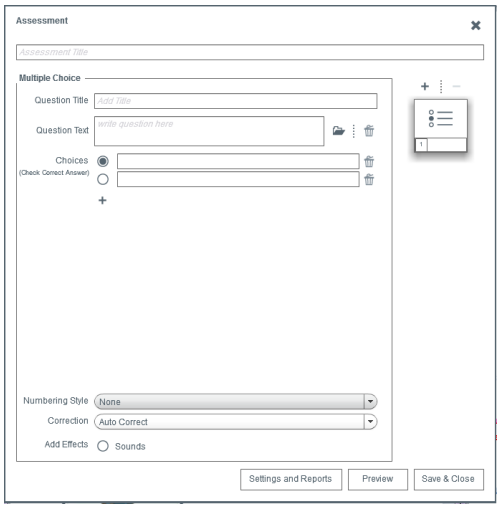


- Choose the type of questions you want, to create the assessment.

Multiple Choice

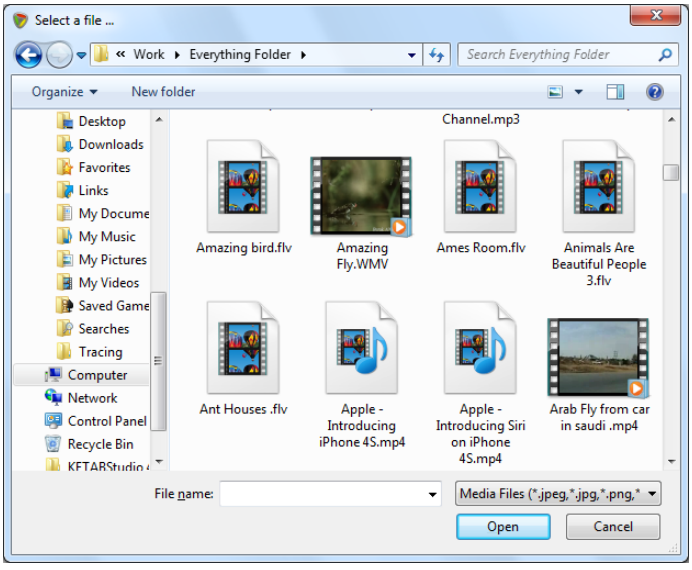
To create an assessment with multiple choice types:

- Choose **Multiple Choice** from **the type of question** dropdown menu. Then, click **Ok**
- Write down the assessment information (Assessment title, question title, question text and choices, noticed that check the correct answer)



To insert image into the question

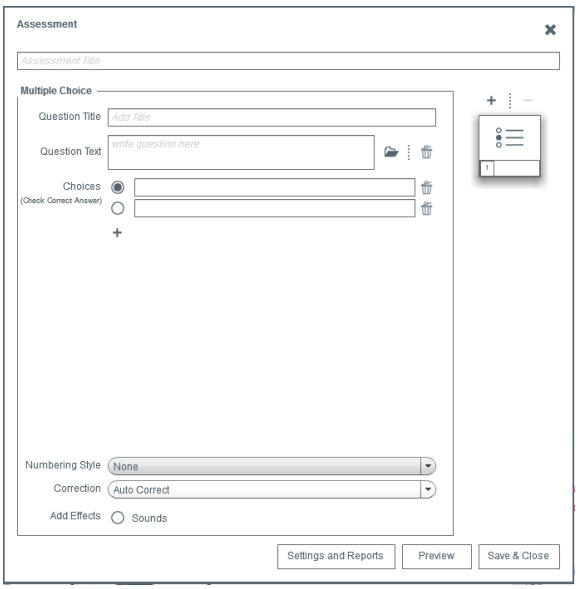
- Click the **Add image** button.
- The "**Select file**" dialog box will be displayed.



- In the **Look in** list, select the picture you want to insert then click **Open**.

Note: the picture will appear when you preview the **Quiz**.

- Click **Delete image** to delete the picture you that you added before.
- Write the proposed answers, and then check the correct one.
- Click **Add choice** below the type of groups to add more choices for the same question.
- Click **Delete choice** to delete the choice you selected for the same question.



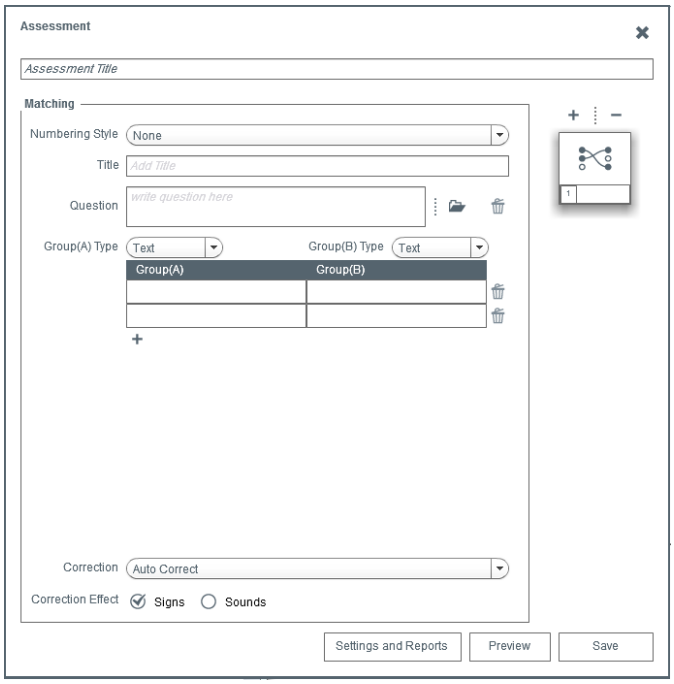
- Click at the right of window to add another question for the same quiz or click to delete question from the same quiz.

Matching

To create an assessment with matching type:

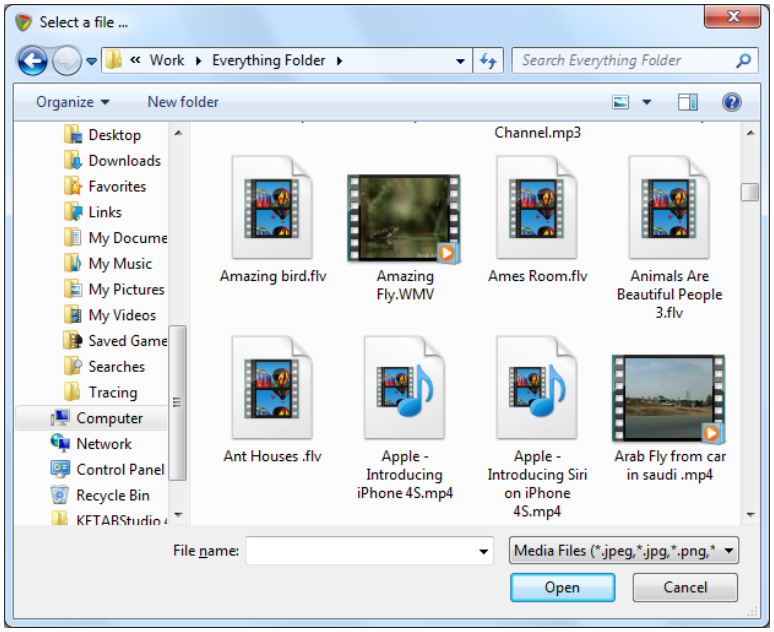
- Choose **Matching** from **Question Type** dropdown menu. Then, click **Ok**
- Write down the assessment information (Assessment title, question title, question text) , select the type of group A and the type of group B either text to write text or

image to insert images, fill the list for A and B then check the correct answer.



To insert image into the question:

- Click the **Add image** button.
- The "**Select a file**" dialog box will be displayed.



- In the **Look in** list, select the picture you want to insert then click **Open**.

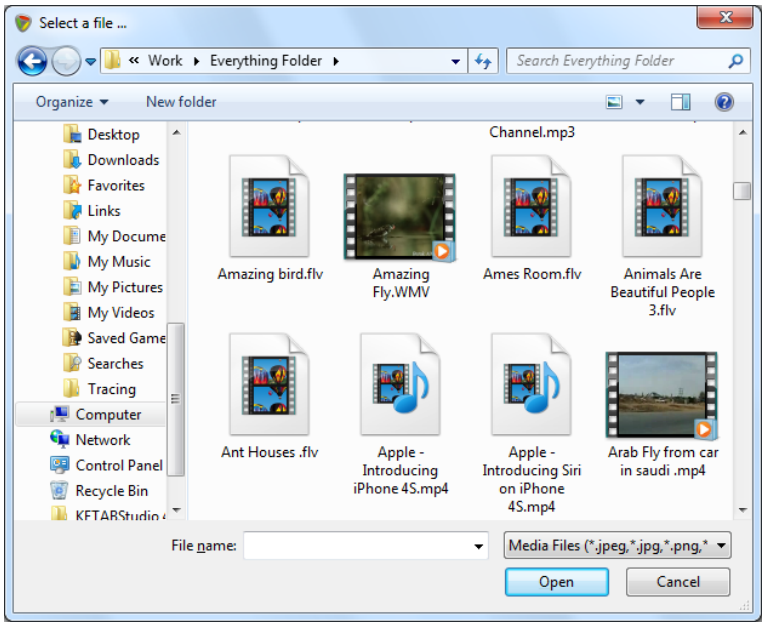
Note: the picture will appear when preview the assessment.

- Click **Delete image** to delete the picture you that you added before.
- Click **Add choice** to add more choices for the same question.
- Click **Delete choice** to delete the choice you selected for the same question.

Note: if you select the type of group as image this button will appear to start inserting images.

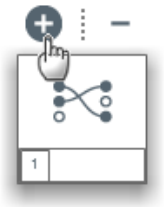
To insert image into the choice:

- Click the **Add image** button.
- The "**Select a file**" dialog box will be displayed.



- In the **Look in** list, select the picture you want to insert then click **Open**.

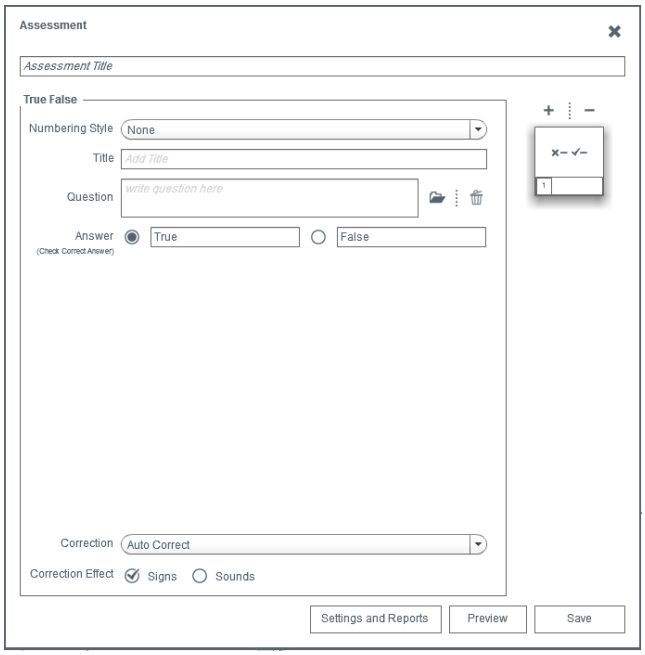
  Note: the picture will appear when you preview the **Quiz**.

- Click  If you want to add another question for the same quiz or click to delete question from the same quiz.

True/ false

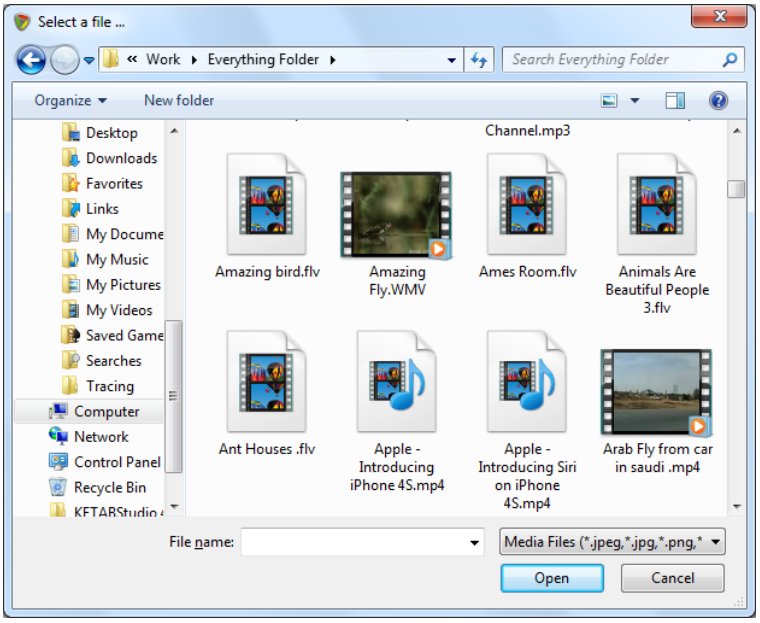
To create an assessment with True /False type:

- Choose **True/ False** from **Question Type** dropdown menu. Then, click **Ok**
- Write down the assessment information (Assessment title, question title, question text , write the True and The false answer , noticed that check the correct answer)



To insert image into the question:

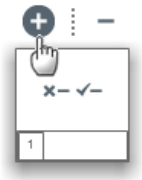
- Click the **Add image** button.
- The "**Select a file**" dialog box will be displayed.



- In the **Look in** list, select the picture you want to insert then click **Open**.

Note: the picture will appear when you preview the **Quiz**.

- Click **Delete image** to delete the picture you that you added before.

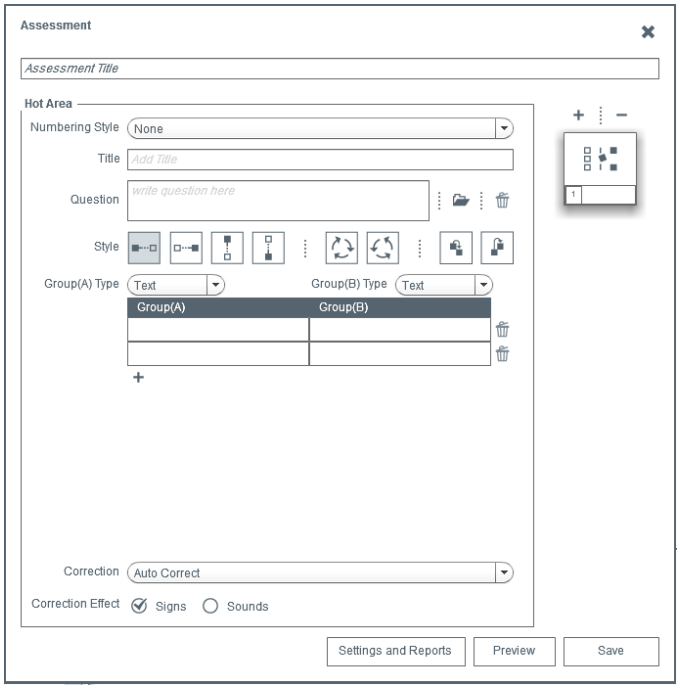


- Click If you want to add another question for the same quiz or click to delete question from the same quiz.

Hot Area

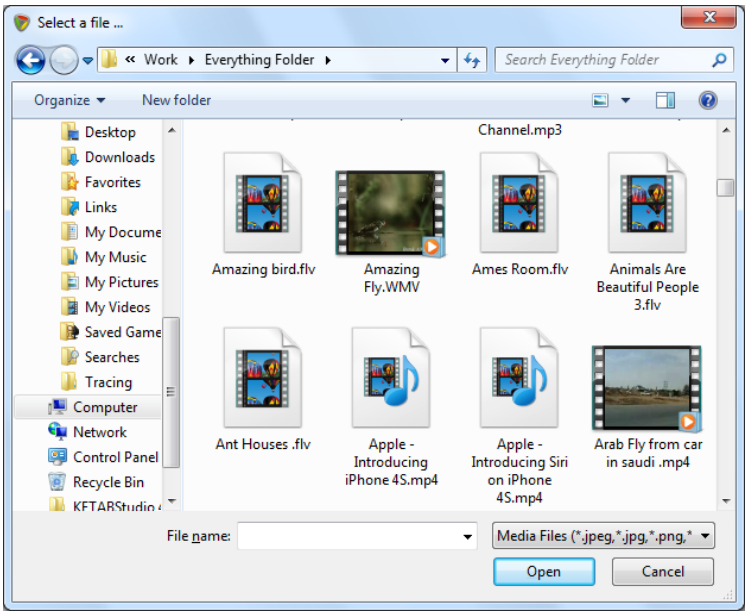
To create an assessment with Hot Area type:

- Choose **Hot Area** from **Question Type** dropdown menu. Then, click **Ok**
- Write down the assessment information (Assessment title, question title, question text) , select the style, select the type of group A and the type of group B either text to write text or image to insert images, fill the list for A and B then check the correct answer.
- Choose the matching style.



To insert image into the question:

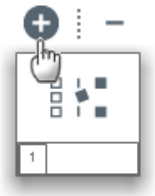
- Click the **Add image** button.
- The "**Select a file**" dialog box will be displayed.



- In the **Look in** list, select the image you want to insert then click **Open**.
  Note: the image will appear when you preview the **Quiz**.

- Click **Delete image** to delete the picture you that you added before.

- Click **Add choice** to add more choices for the same question.
- Click **Delete choice** to delete the choice you selected for the same question.
- Select **the way of correction**.
- Enable the **Sound Effect** radio button if you want to add a correction motivated sound.

➢ Click  If you want to add another question for the same quiz or click to delete question from the same quiz.

Notes

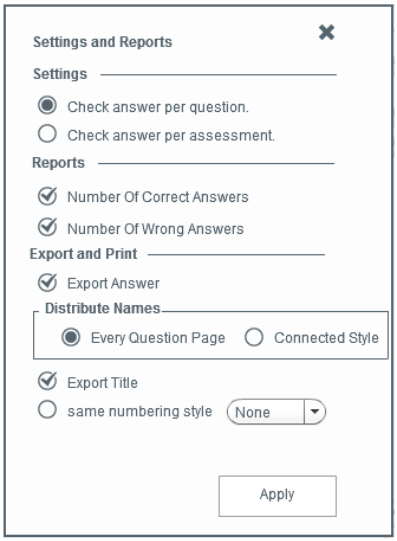
❖ Choose whether to correct the assessment automatically or when check answers.

❖ Enable the **sound effect** radio button if you want to add a correction motivated sound.

❖ Click Preview to see the questions window

➢ Click the **Settings and Reports** button to change some settings

▪ The following window will be displayed.

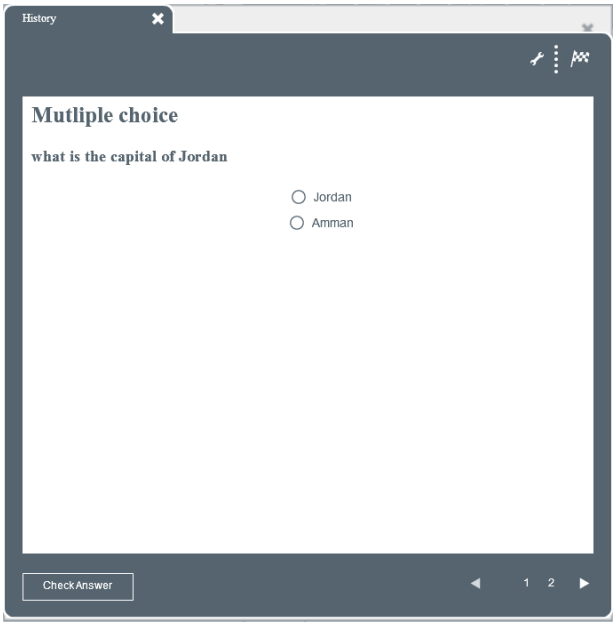


- Choose if you want to check the answer per question or per assessment.

- Choose if you want the number of correct answer or wrong answer.
- Choose if you want to **export answer** or not
- Choose the **Questions Distribution Style**.
- Click the **Apply** button to save your changes.

➢ Click

the preview button to show how the assessment will be.



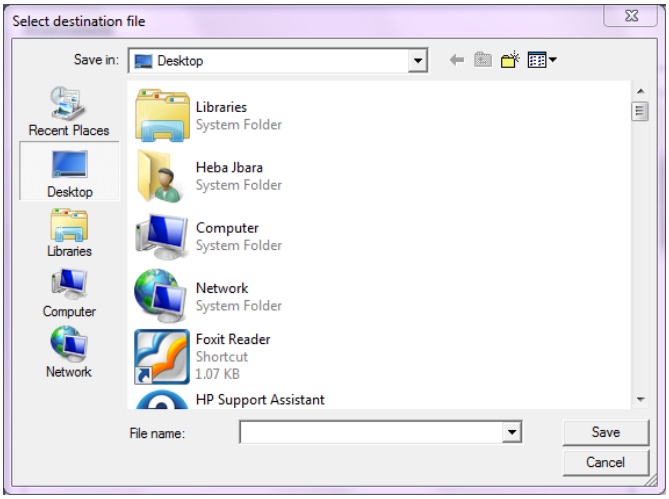
❖ Click the **finish** button to end the Quiz.

❖ Click the **Settings** button to control the settings of the Quiz tool.

❖ Click

the **save and close** button to save the quiz and close it.

❖ The **"Select destination file"** dialog box will be displayed.



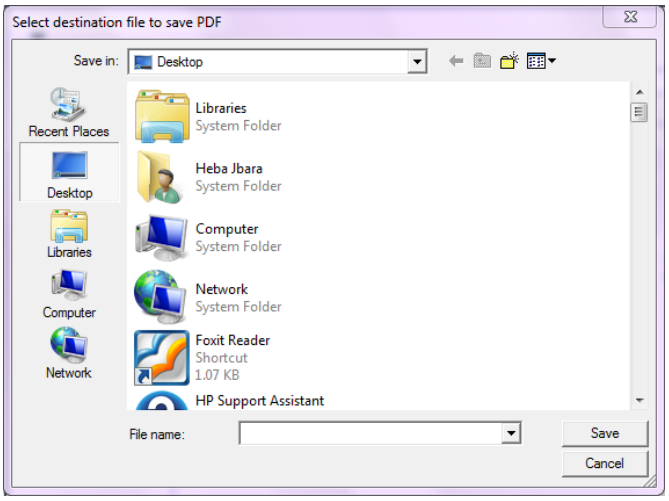
- Select the place where you want to save, write the name you want to save with then click **save.**

- The Quiz tool

will be appeared in the stage of Ketab Studio™. Click the **Run** button to start the Quiz or **Edit** to edit the Quiz or **Close** to delete the Quiz.

- Click

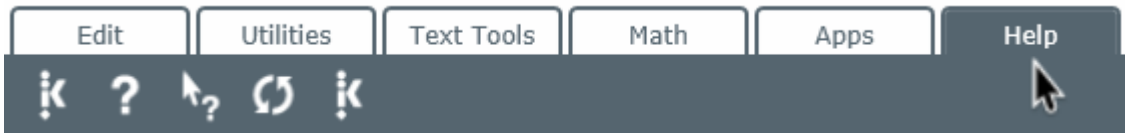
the **Export to PDF** button, to save it as a PDF so you can print it.
- The **"Select destination file to save PDF"** dialog box will be displayed.



- Select the place where you want to save, write the name you want to save with then click **save.**

Help

Get product information in addition to Ketab Studio™ on-screen help through the **Help** tab.



About Ketab Studio™

Get information about Ketab Studio™ copyrights, license agreement and access the website.

To activate the About Ketab Studio™ window:

- Click the **Help** tab on the **Menu Bar** to open it.
- Click the **About Us** button.

Help

Display on-screen instructions regarding the use of Ketab Studio™. Through the **Help**, you will be able to search for tips and instructions that help you use Ketab Studio™ optimally.

To activate the Help:

- Click the **Help** tab on the **Menu Bar** to open it.
- Click the **Help** button.

Help Mode

This feature will enable you to take quick function information about Ketab Studio™ feature.

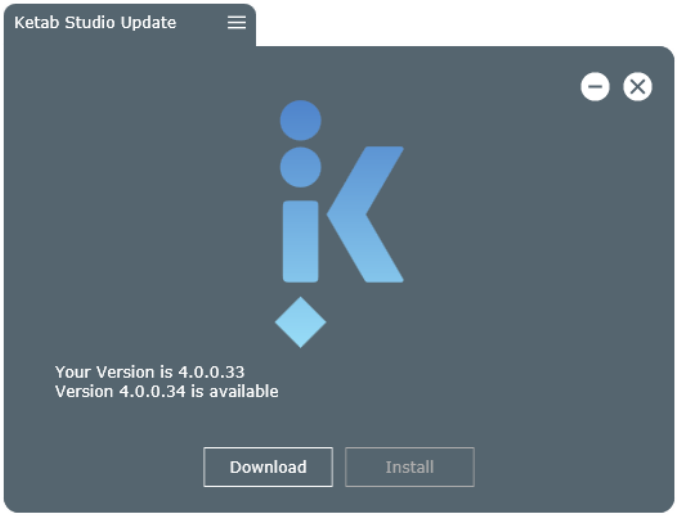
- Click the **Help** tab on the **Menu Bar** to open it.
- Click the **Help Mode** button.
- Click upon any feature to show its function help.
- **Close**: To close the **Help Mode**, click the **Close** button.

Update

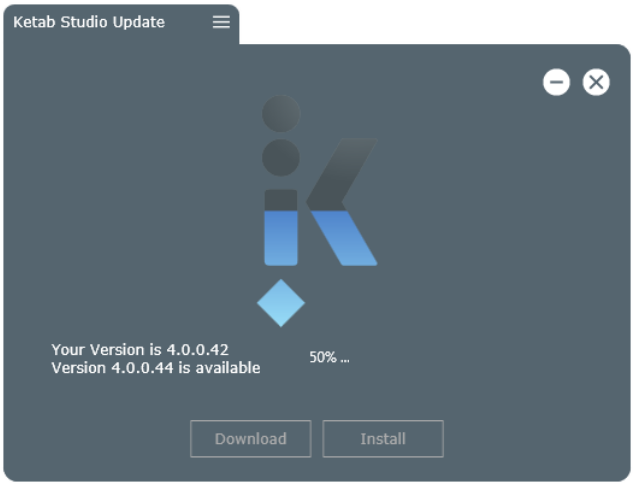
This feature will enable you to check for new version or updates for Ketab Studio™ automatically. Through the **Update** feature, you will be able to download and update your application online.

To update to the last version of Ketab Studio™:

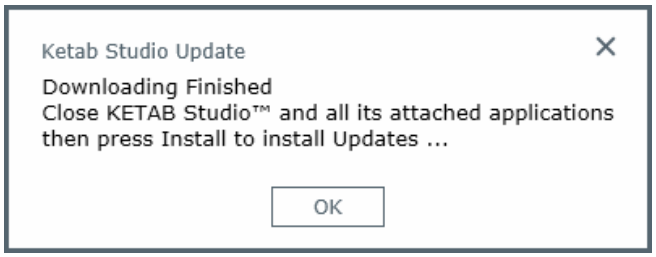
1. Click the **Help** tab on the **Menu Bar** to open it.
2. Click the **Update** button. The following window will be displayed.



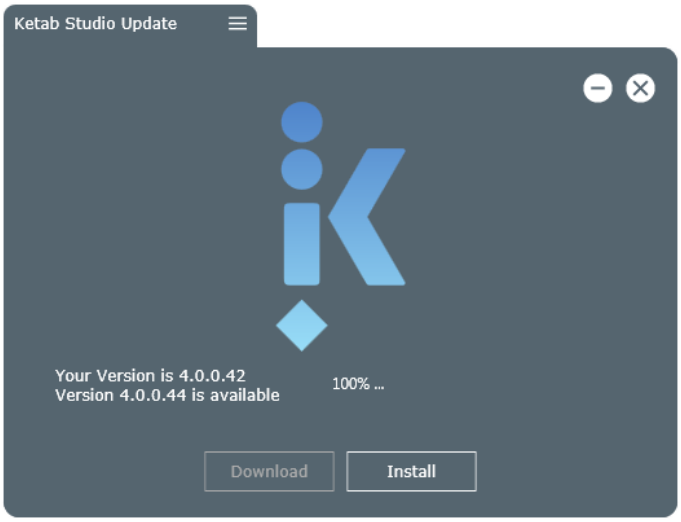
3. Click the Download button.



4. After when the Download finish, this massage will appear.

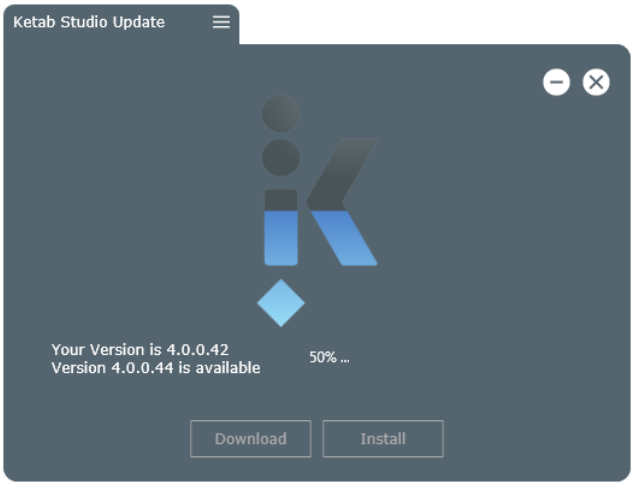

Ketab Studio Update
Downloading Finished
Close KETAB Studio™ and all its attached applications
then press Install to install Updates ...
OK

5. Click ok, close Ketab Studio™ and all its applications.



6. Click

the **install** button. The following window will be displayed.



7. After when the Install finish, this massage will appear.

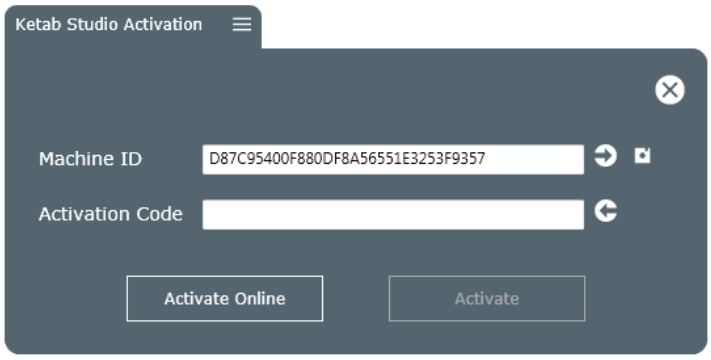
- Note: the update button will appear on above of Ketab Studio™ once a new version or update for Ketab Studio™ is available.

Activation

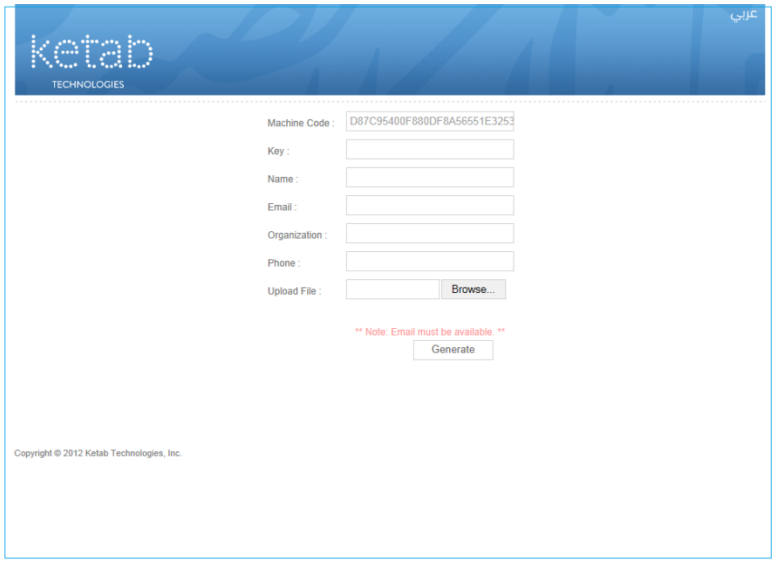
This feature will enable you to activate Ketab Studio™ automatically. Through the **activation** feature, you will be able to download your application online.

To activate Ketab Studio™:

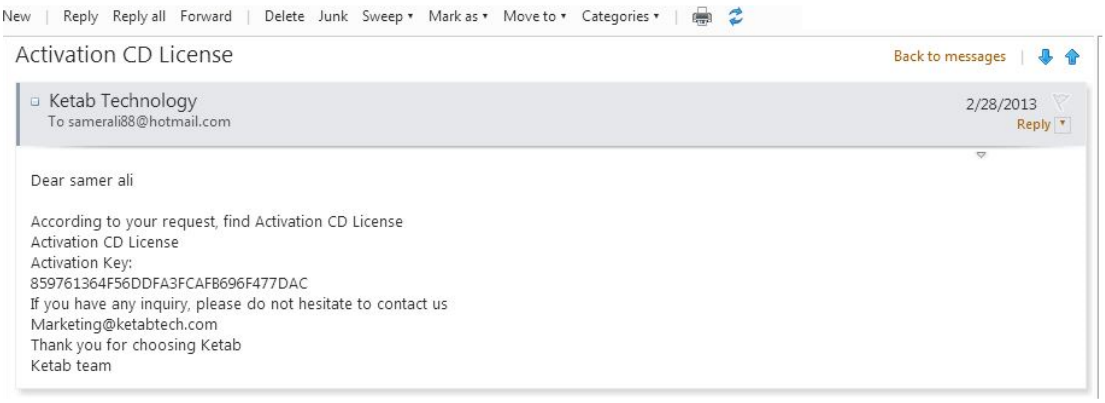
- Click the **Help** tab on the **Menu Bar** to open it.
- Click the **Activation** button. The following window will be displayed.



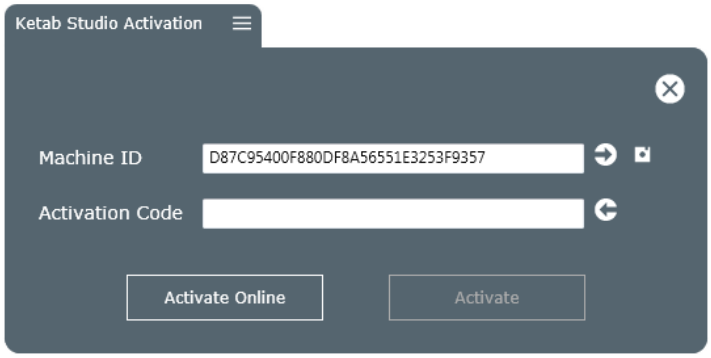
- **Click** Activation online **button**



- Fill the information, in case of one license, ignore the Upload File option.
- You will find the key on the CD
- Then click **Generate.**
- You will receive this email below (on the email that you entered at the web page) including the **Activation Code**.


New | Reply Reply all Forward | Delete Junk Sweep Mark as Move to Categories
Activation CD License
Back to messages
Ketab Technology
To samerali88@hotmail.com
2/28/2013
Reply
Dear samer ali
According to your request, find Activation CD License
Activation CD License
Activation Key:
859761364F56DDFA3FCAFB696F477DAC
If you have any inquiry, please do not hesitate to contact us
Marketing@ketabtech.com
Thank you for choosing Ketab
Ketab team

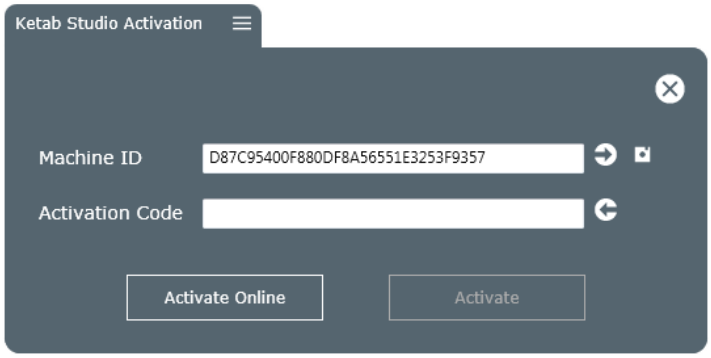
- Copy the **Activation Code** then paste it in Ketab Studio™ beside the activation code option.



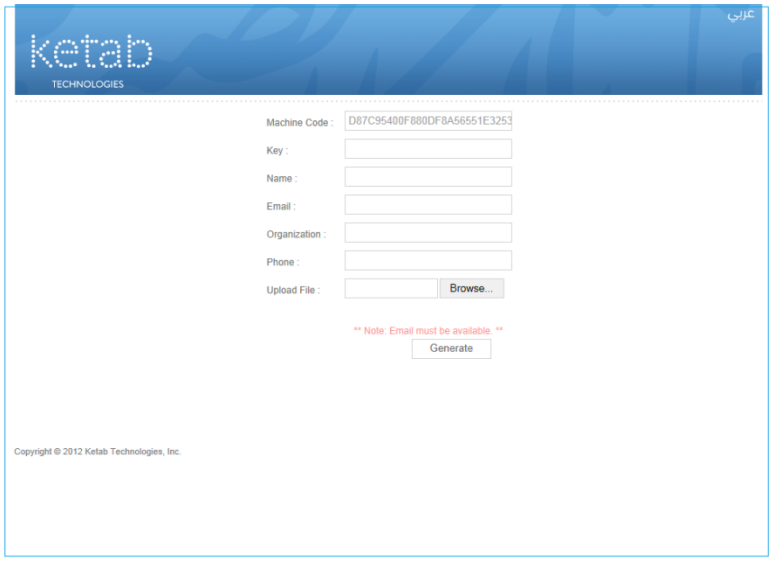
- Then click **Activation**.

To activate more than one license individually:

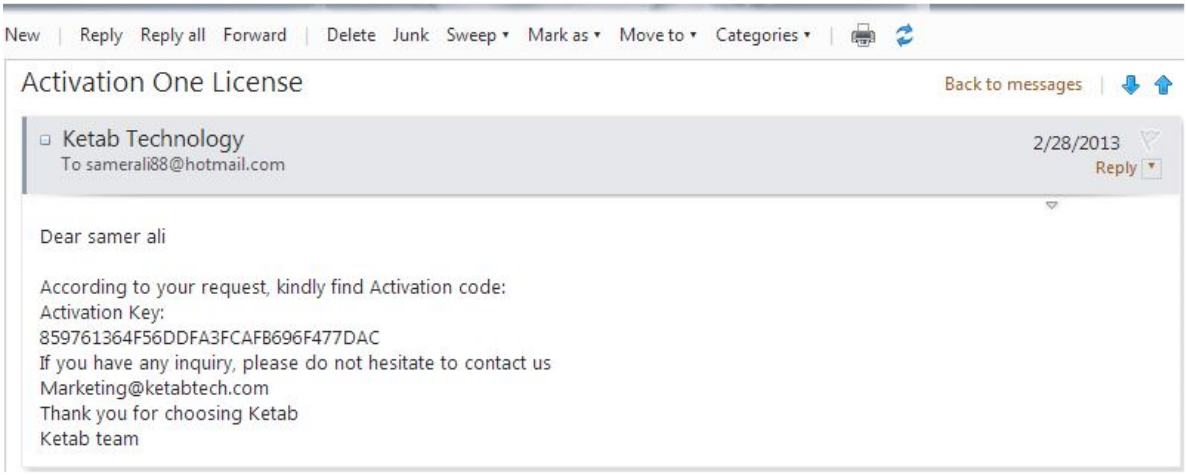
- Click the **Help** tab on the **Menu Bar** to open it.
- Click the **Activation** button. The following window will be displayed.



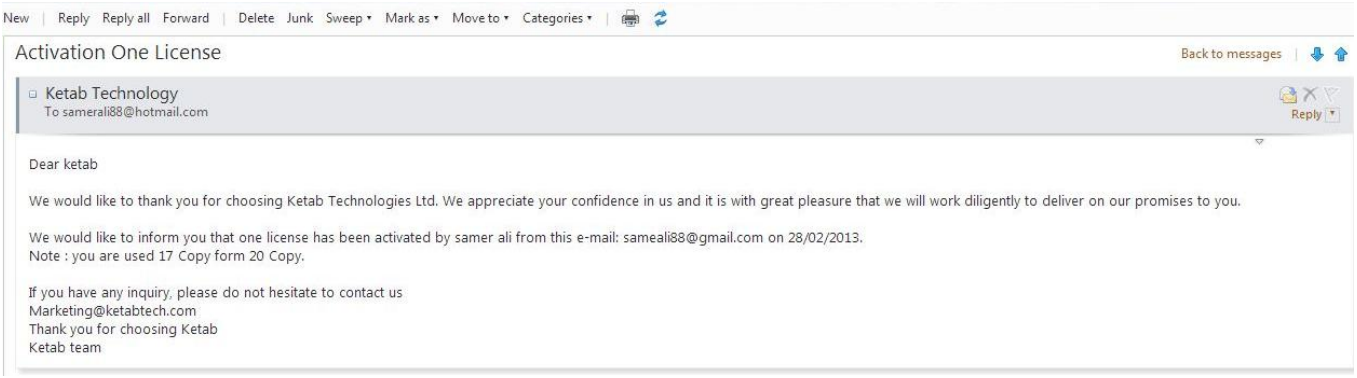
- **Click** Activation online **button**



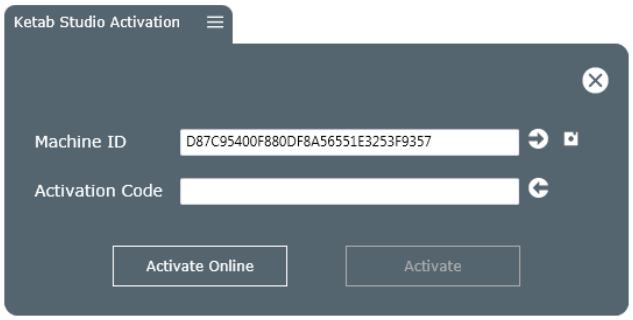
- Fill the information, in case of one license, ignore the Upload File option.
- You will find the key on the CD .
- Then click **Generate**.
- In this case will have been sent two emails one of them to the user.


New | Reply Reply all Forward | Delete Junk Sweep Mark as Move to Categories
Activation One License
Back to messages
Ketab Technology
To samerali88@hotmail.com
2/28/2013
Reply
Dear samer ali
According to your request, kindly find Activation code:
Activation Key:
859761364F56DDFA3FCAFB696F477DAC
If you have any inquiry, please do not hesitate to contact us
Marketing@ketabtech.com
Thank you for choosing Ketab
Ketab team

- Another one for the owner


New | Reply Reply all Forward | Delete Junk Sweep Mark as Move to Categories
Activation One License
Back to messages
Ketab Technology
To samerali88@hotmail.com
Reply
Dear ketab
We would like to thank you for choosing Ketab Technologies Ltd. We appreciate your confidence in us and it is with great pleasure that we will work diligently to deliver on our promises to you.
We would like to inform you that one license has been activated by samer ali from this e-mail: sameali88@gmail.com on 28/02/2013.
Note : you are used 17 Copy form 20 Copy.
If you have any inquiry, please do not hesitate to contact us
Marketing@ketabtech.com
Thank you for choosing Ketab
Ketab team

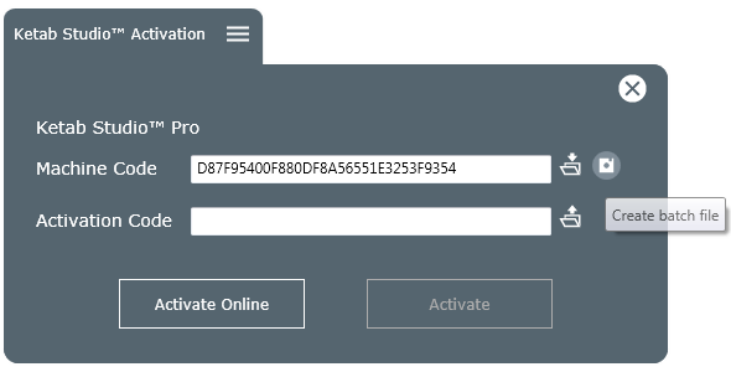
- Copy the activation code then paste it in Ketab Studio™ beside the activation code option.



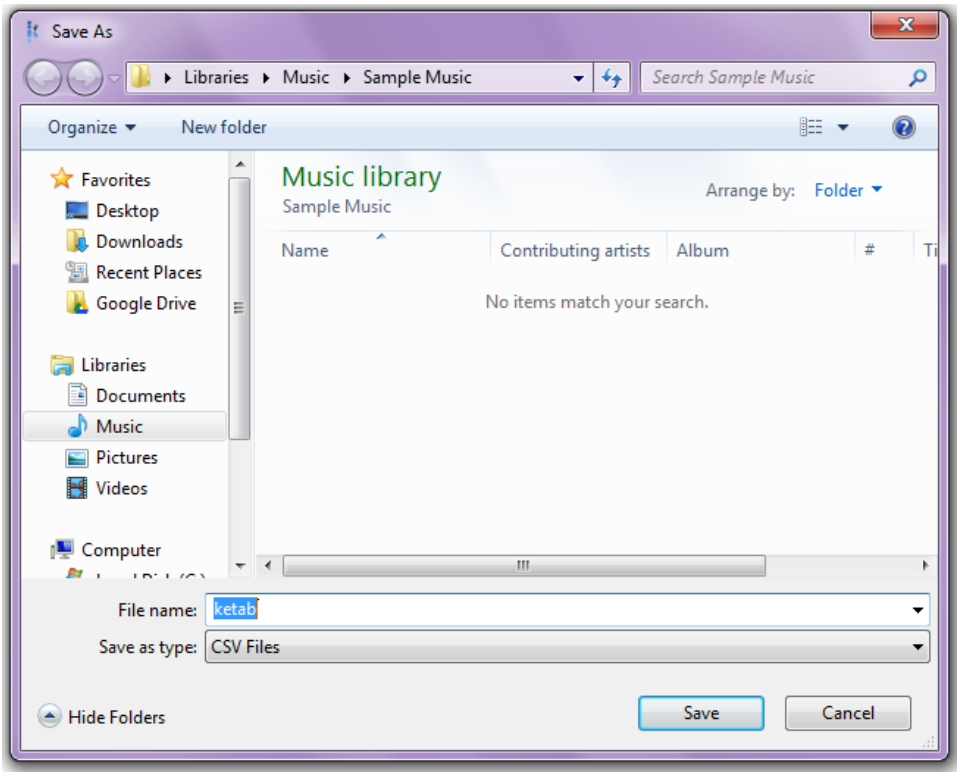
- Then click **Activation**.

To activate more than one license as a batch:

- Click the **Help** tab on the **Menu Bar** to open it.
- Click the **Activation** button. The following window will be displayed.
- Click **Create Batch File** button.



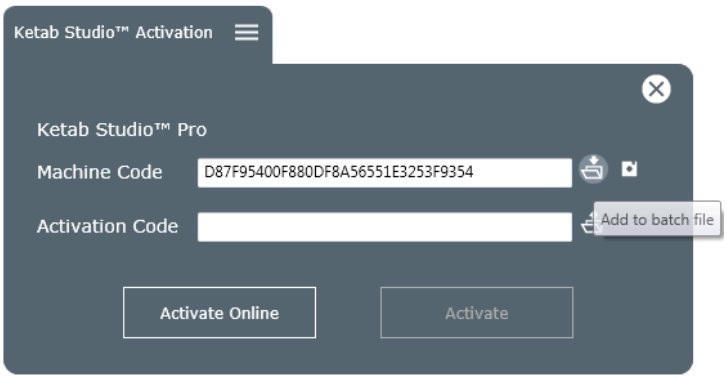
- This window will be displayed.



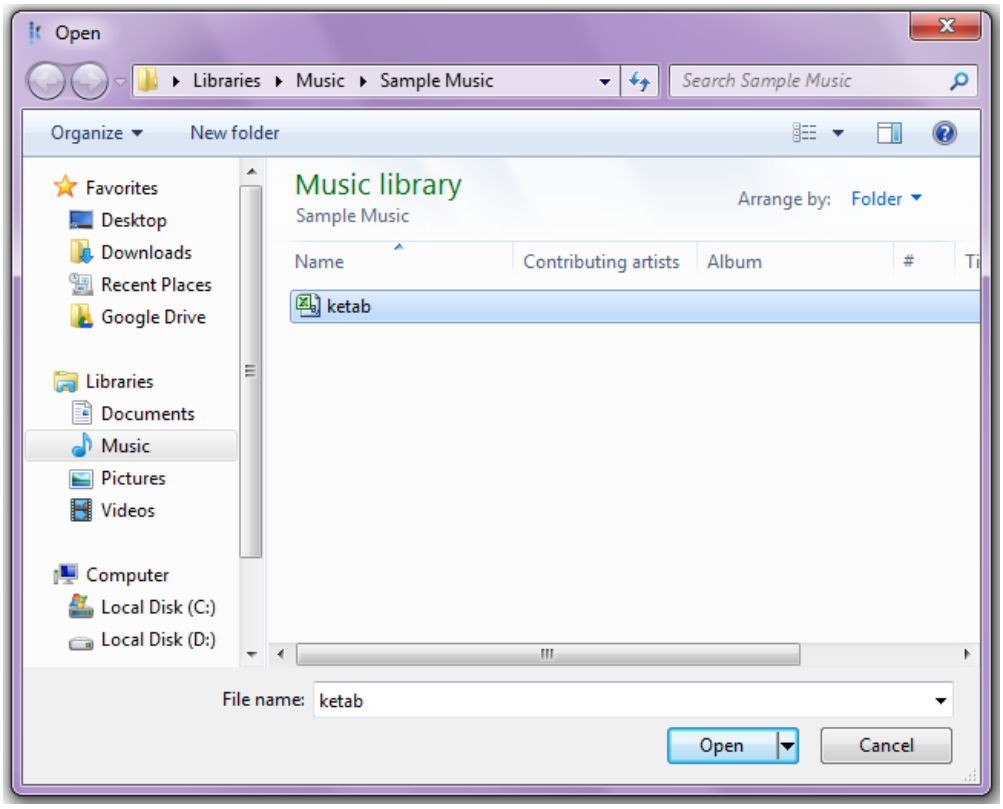
- Add name for the CSV file, then click **save** to save the Machine code (Please; share this file in an accessible server).
- This massage box will be given. Click **ok.**

Visit all PCs.

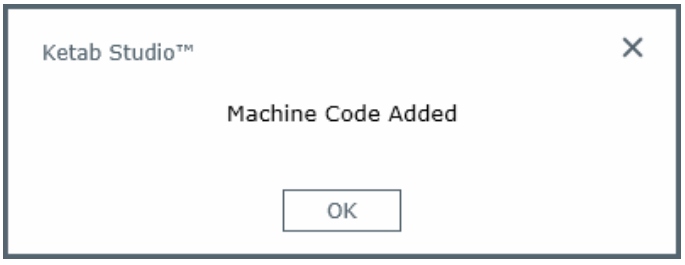
- Click **Add to Batch File** button.



- This window will be displayed, choose the **CSV** file (that you saved before)and click **open** to add the Machine code to the CSV saved file.

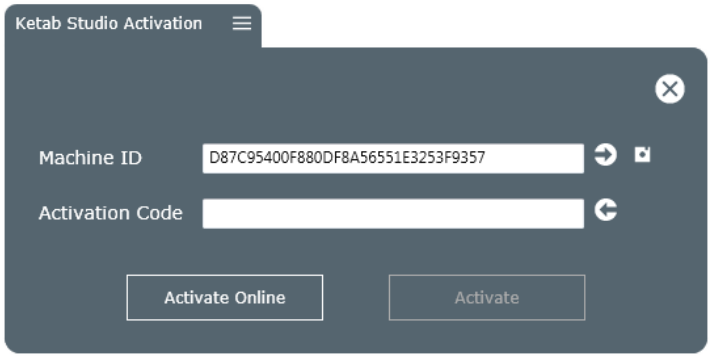


- This massage box will be given, Click **ok.**

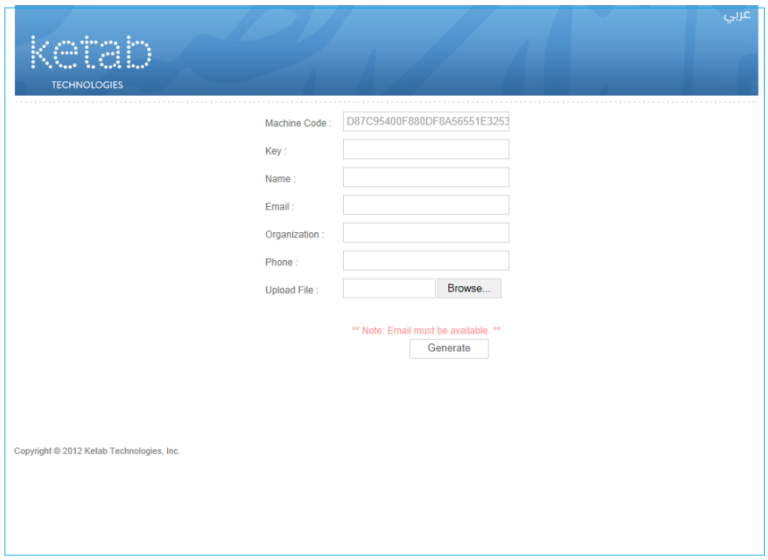


- **Note:** from any PCs you can make **Activate Online.**

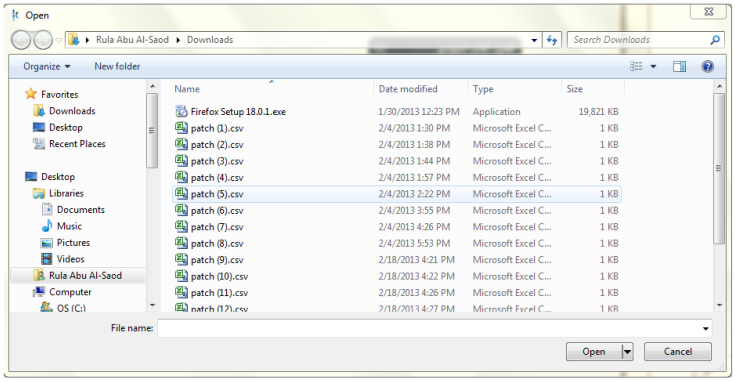
- Click **Activate Online** button**.**



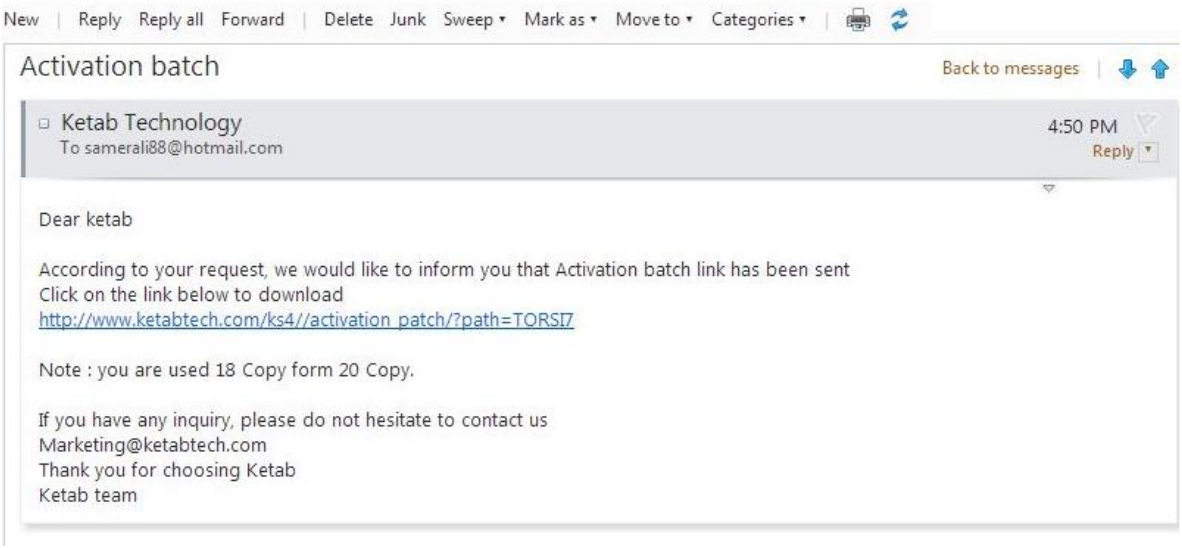
- This window will be displayed.



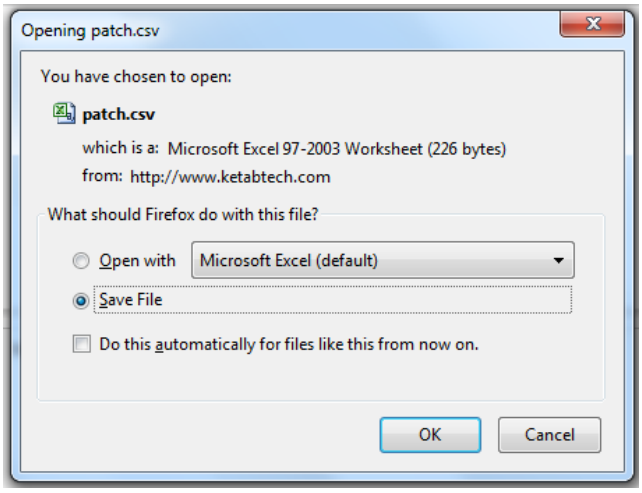
- Fill the information, you will find the key with the owner; click **Browse** from the **Upload File** option.
- This window will be displayed.



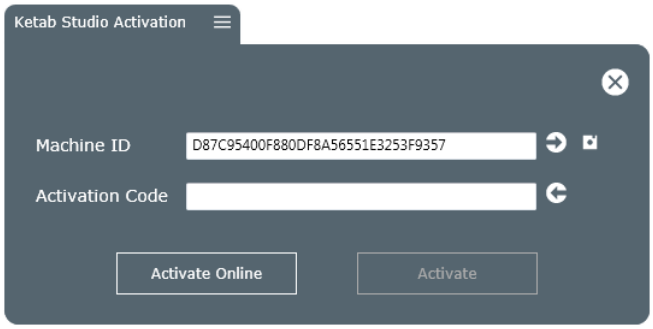
- Choose CSV file from **all files** menu then click **open**.
- Then click **Generate**.
- You will receive this email below (on the email that you entered at the web page) including the activation code.



- Click upon the link, then this window will be displayed.



- Then click **ok**
- Click import from batch file from the Ketab Studio™ activation **window** beside **the Activation code** option.*



- Choose the file that you saved before.
- Then click **Activation**.

*Note: you have to do this step in all PCs.

Side Panel

You can manage your images and pages, add notes, attach files or addresses and change the properties of selected objects through the **Side Panel**. On the other hand, since the side panel tabs can be floating, you can move and transmit them freely anywhere inside Ketab Studio™ or on the desktop in case of desktop mode.

Hiding and Showing Ketab Studio™ Side Panel

To Hide/Show the Side Panel:

- To hide the Side Panel, click in the top of the **Side Panel**.
- To show the **Side Panel** when it is closed; click in the top of the **Side Panel** then choose the wanted tab.

OR

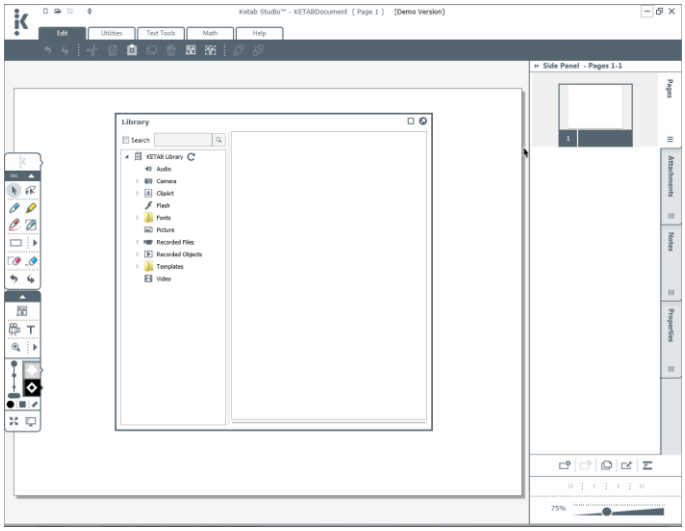
- immediately click the tab you want to display

Floating side panel tabs

Floating tabs feature enables you to open more than one tab simultaneously.

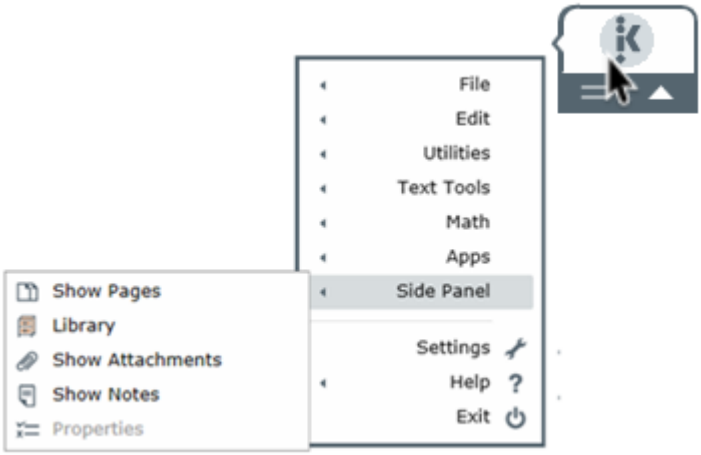
To make the tabs of the side panel floating:

- Select the tab that you want it to be floating.(e.g.- Library)
- With mouse left button drag the **Dragging Area** button then drop it on the desired place. The selected tab will be floating as the following window:

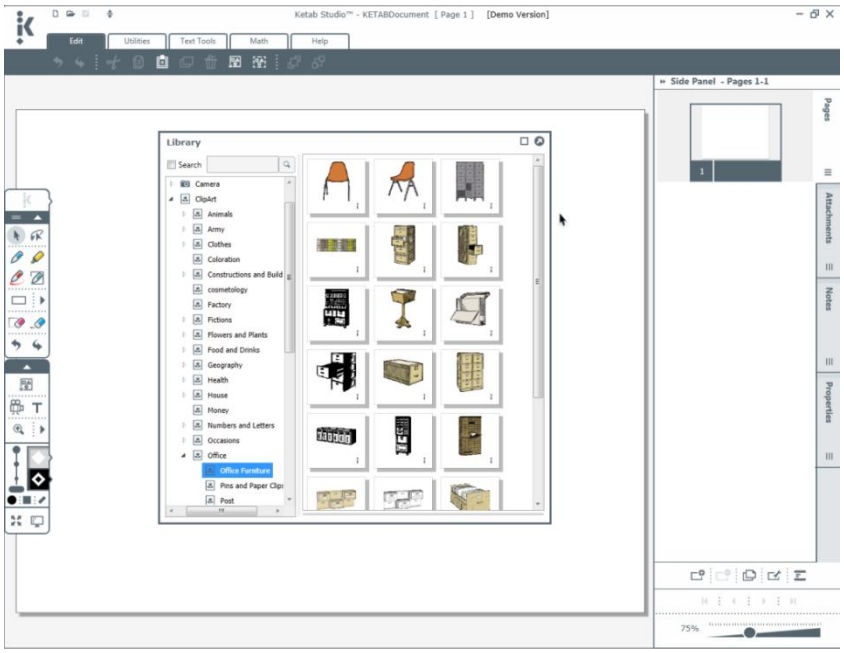


NOTES:

- In case of Ketab Studio™ full mode or desktop mode you can use side panel tabs through the Ketab Studio™ **Menus** button.



- To show the components of folder inside the floating window of Ketab library, just click the folder.



- To send the floating tab back to the normal mode click the button at the top of the displayed window.

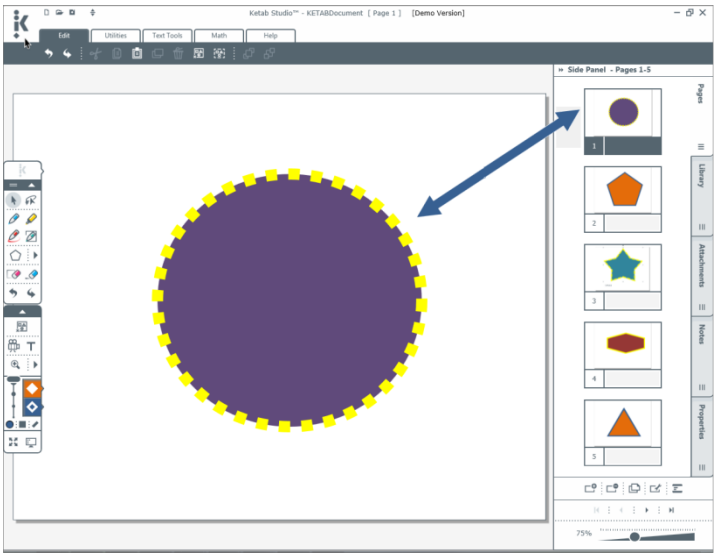
Pages Tab

You can add several new pages to your Ketab Studio™ file that appear as thumbnails on the **Side Panel**. Also, you can delete, duplicate, change the page layout and insert page header and footer.

Opening a Ketab Studio™ Page Using the Side Panel

To open a Ketab Studio™ Page from the Side Panel:

- Click the **Side Panel** then the **Pages** tab to open it.
- Click the thumbnail of the page you want to display.

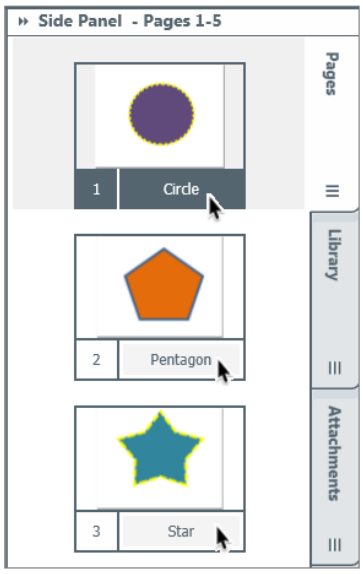


Giving Ketab Studio™ Pages Labels

You can rename Ketab Studio™ pages using the **Pages Thumbnails** on the S**ide Panel**.

To label Ketab Studio™ pages:

- Open the **Pages** tab on Ketab Studio™ **Side Panel** by clicking it**.**
- Click the page thumbnail, which you want to change its name then in the **Page Number** field insert a name.
- Repeat steps to all pages.



Inserting new Ketab Studio™ Pages

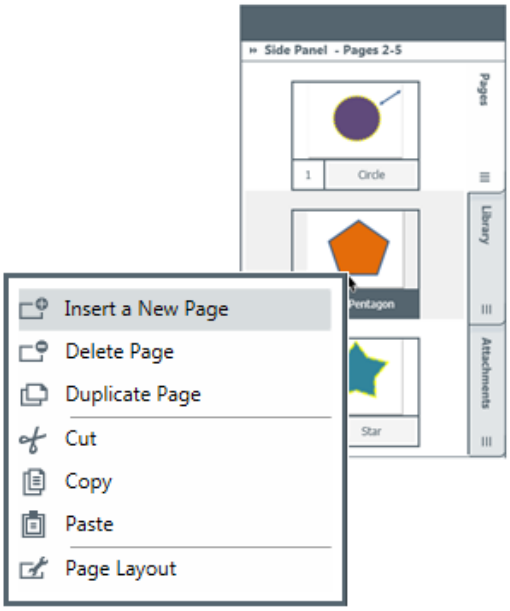
You can insert new pages to Ketab Studio™ using various ways.

To insert a page:

- Click the **Pages** tab on the **side Panel** to open it.
- Click the **New Page** icon at the bottom of the **Side Panel**; a new page will be inserted in the thumbnails group;

OR

- Right Click the page thumbnail. Then, select **Insert New Page**, the new page will automatically be inserted.



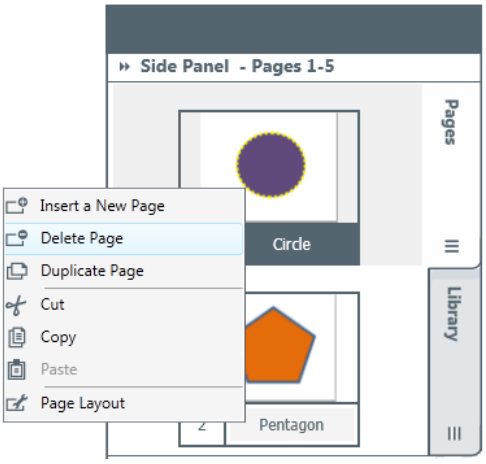
Deleting Ketab Studio™ Pages

To delete a page:

- Click the **Pages** tab on the **side Panel** to open it.
- Select the page thumbnail to be deleted. Upon selection, the page will automatically be opened.
- Click the **Delete** icon at the bottom of the **Side Panel**;

OR

- Right click the selected page thumbnail on the **Side Panel** and choose the **Delete Page** option from the displayed menu.



Duplicating Ketab Studio™ Pages

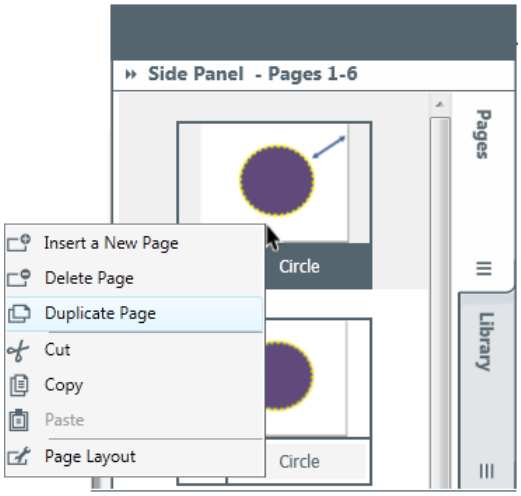
You can make a carbon copy of Ketab Studio™ pages using **Side Panel**.

To duplicate a page:

- Click the **Pages** tab on the **side Panel** to open it.
- Select the page thumbnail to be duplicated. Upon selection, the page will automatically be opened.
- Click the **Duplicate** icon at the bottom of the **Side Panel**.

OR

- Right click the selected page thumbnail in the Side Panel and choose the **Duplicate Page** option from the displayed menu.

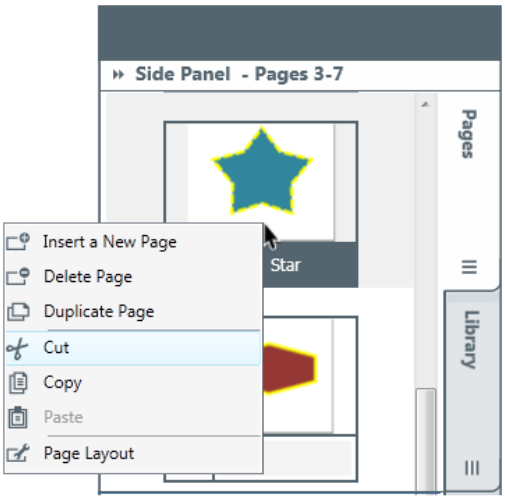


Cut Ketab Studio™ Pages

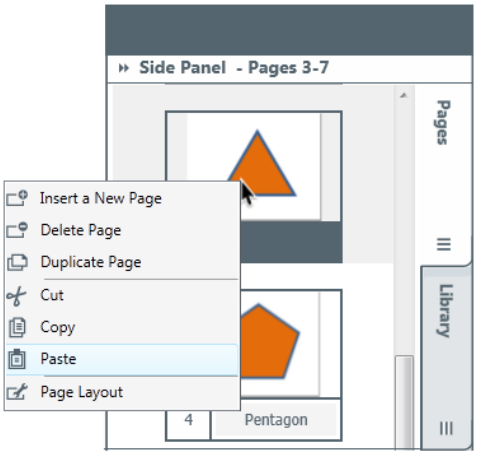
You can cut Ketab Studio™ pages using the **Pages Thumbnails** on the **Side Panel** from one place and paste it to another.

To cut a page using the Pages tab:

- Click the **Pages** tab on the **side Panel** to open it.
- Select the page thumbnail to be cut.
- Right click the selected page thumbnail in the Side Panel and choose the **Cut** option from the displayed menu.



- Select the location where you want to paste the cut page.
- Right click the place where you want to paste the cut thumbnail. Then, choose the **paste** option from the displayed menu.

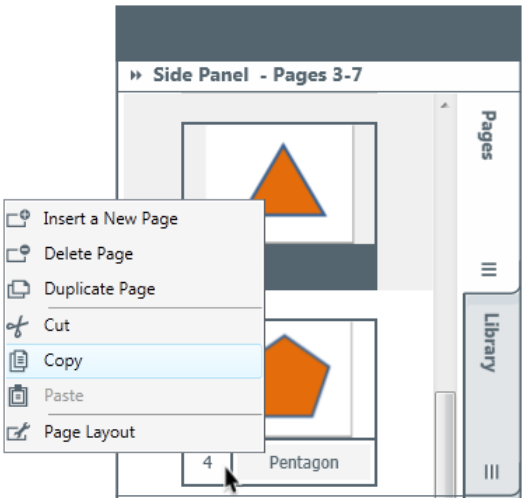


Copy Ketab Studio™ Pages

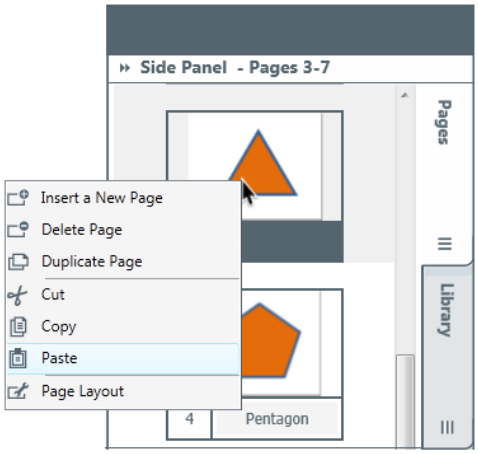
You can copy Ketab Studio™ pages from one place and paste it to another using **Side Panel**.

To copy a page using the Pages tab:

- Click the **Pages** tab on the **side Panel** to open it.
- Select the page thumbnail to be copy.
- Right click the selected page thumbnail in the Side Panel and choose the **Copy** option from the displayed menu.



- Select the location where you want to paste the copied page.
- Right click the place where you want to paste the cut thumbnail. Then, choose the **paste** option from the displayed menu.



Note: you can rearrange the pages thumbnails on the side panel by selecting the page you want to move, then, hold down the mouse left button and drag the page to the new location.

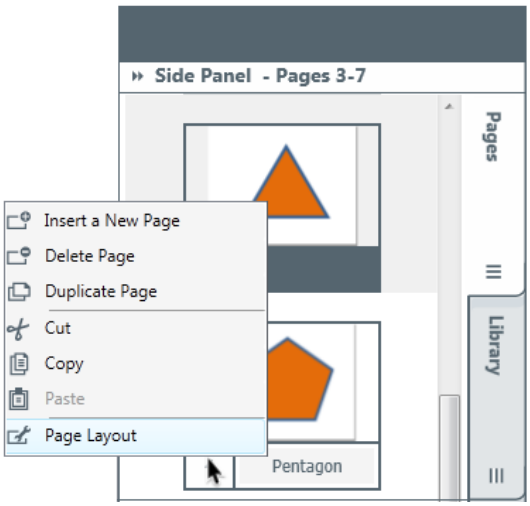
Displaying Page Layout Window

To display the Page Layout window:

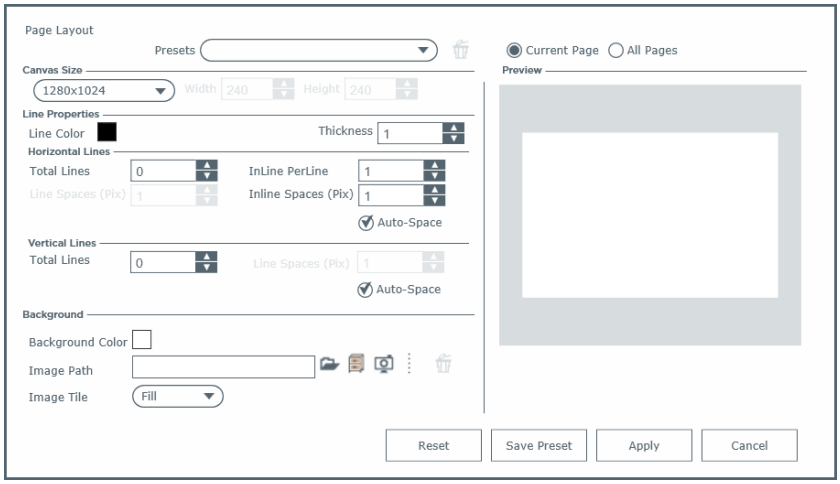
- Click the **Pages** tab on the **side Panel** to open it.
- Select the page to which you want to make changes.
- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.



- The following dialog will be displayed.



Changing the Dimensions of Your Ketab Studio™ Pages

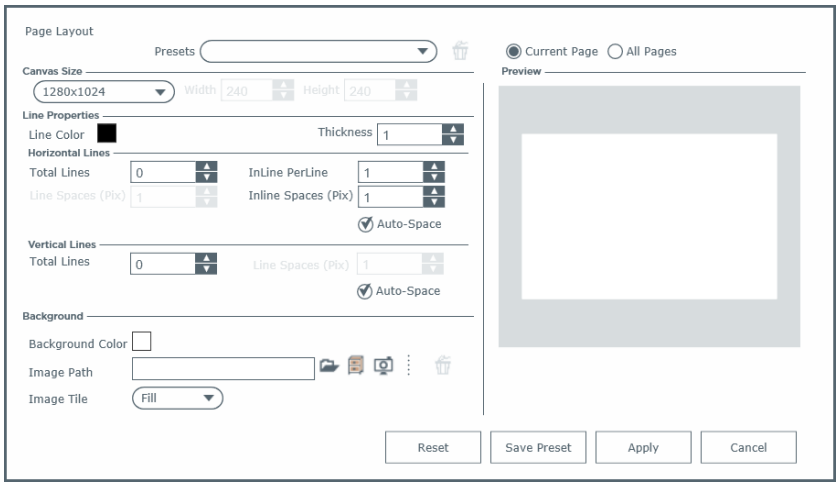
Ketab Studio™ provides you with the option to change the height and width of all Ketab Studio™ pages.

To change the dimensions of Ketab Studio™ pages:

- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

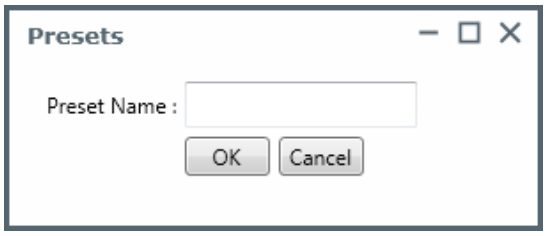
- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- The **Page Layout** window will be displayed.



- Choose from the preset dimensions or click **Custom** then enter **Width and Height** value (Minimum Height or Width is 240).

- To apply the layout to the current open page only, click the **Current Page** radio button.
- To apply the layout to all the Ketab Studio™ pages. Click the **All Pages** radio button.
- To save your changes as a preset dimensions to use it later:

- Click the **Save Preset** button.
- A **Presets** window appears.
- Enter a name for the preset dimensions then click **Ok**.



- Click OK to apply the changes. Or Exit to close the layout window without changes the dimensions.
- Click Reset to change the dimension to the default values.

Applying Horizontal and Vertical Lines to Ketab Studio™ Page(s)

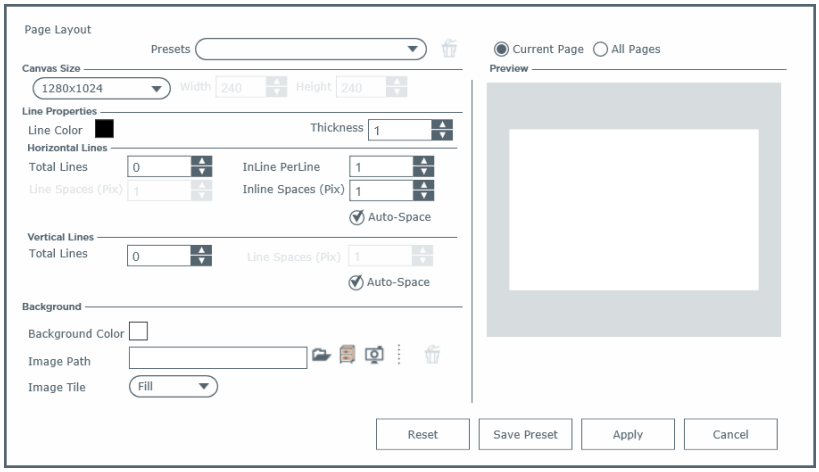
Add horizontal or/and vertical lines to your Ketab Studio™ page to create lined pages.

Ketab Studio™ provides you with the option to add horizontal and vertical lines to your page to use it for several purposes such as writing or creating page tables.

- **To insert horizontal Lines into Ketab Studio™ Page:**
- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

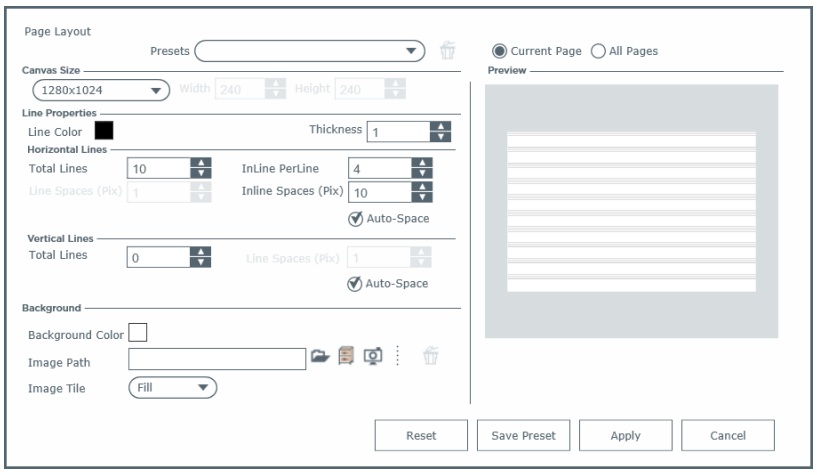
- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.



- The **Page Layout** dialog box will be displayed.

  In **the Horizontal Lines** field, do the following:

- **Total Lines**: Define number of main horizontal lines you want to insert to the page.
- **Line Spaces**: Define the space between main lines.
- **Inline Per Line**: Define number of lines included within each main line.
- **Inline Spaces**: Define spaces between the lines included in each main line.
- Check the **Auto Space** checkbox if you want an automatic spacing.

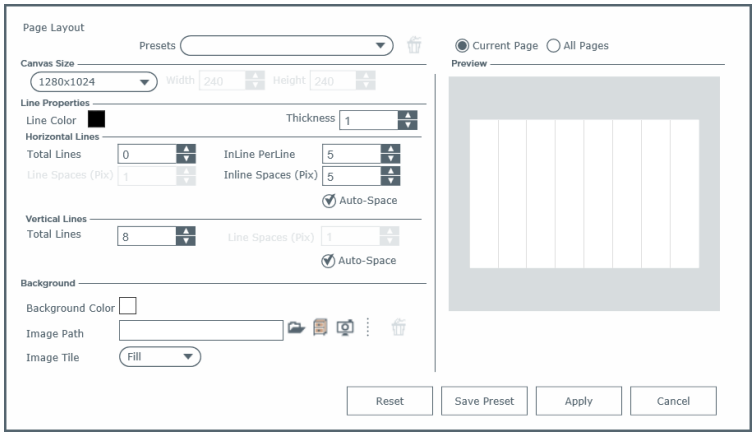


- **To insert Vertical Lines, in the Vertical Lines fields:**

- Click the **Page Layout** icon at the bottom of the **Side Panel**;

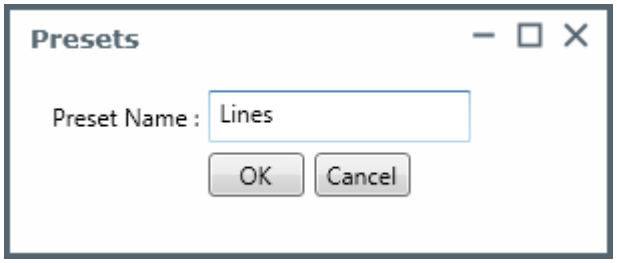
OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- The **Page Layout** dialog box will be displayed.



- In **the Vertical Lines** field, do the following:
- **Total Lines**: Define number of vertical lines you want to insert to the page.
- **Line Spaces**: Define the space between the lines.
- Check the **Auto Space** checkbox if you want an automatic spacing.

- Choose lines color from the **Color** list in the **Line Properties** field.
- Change the line width from the **Thickness** list in the **Line Properties** field.
- To apply the layout to the current page only, click the **Current Page** radio button under **Preview**.
- To apply the layout to all the project's pages. Click the **All Pages** radio button under **Preview.**
- To save your changes as a preset to use it later:
  - Click the **Save Preset** button.
  - A **Presets** window appears.
  - Enter a name for the preset then click **Ok**.



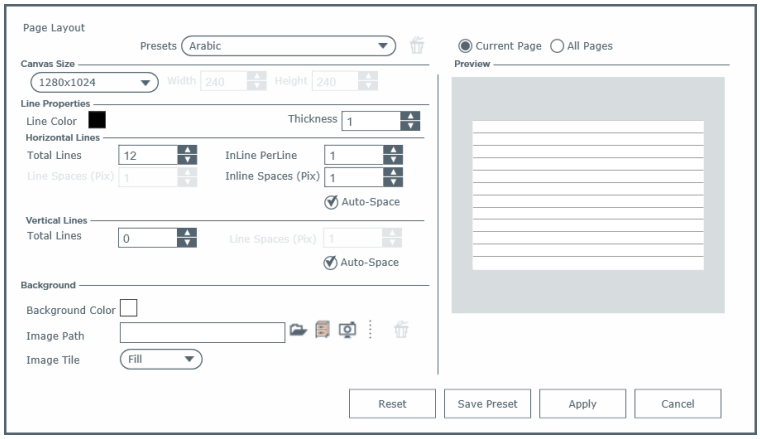
- Click OK to apply the changes. Or Exit to close the layout window without changes the dimensions.
- Click Reset to change the dimension to the default values.

Applying Arabic or English Lines to Ketab Studio™ Page(s)

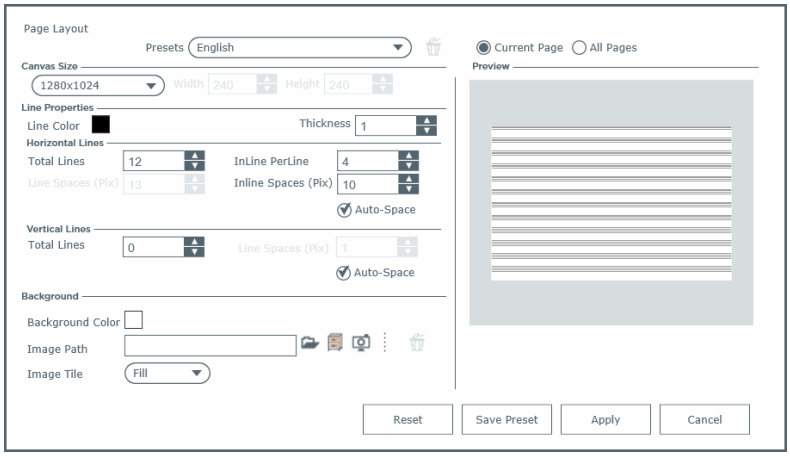
- **To apply Arabic or English Lines to one or all Ketab Studio™ pages:**
- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- The **Page Layout** dialog box will be displayed.
- Click **Presets** field and choose one of default presets options:
  - Choose Arabic to insert lines into Ketab Studio™ page(s) for writing in Arabic.



  - Choose English to insert lines into Ketab Studio™ page(s) for writing in English.



- To apply the layout to the current open Ketab Studio™ page only, click the **Current Page** radio button under **Preview**.
- To apply the layout to all the project's pages. Click the **All Pages** radio button under **Preview.**

Apply a Background to Ketab Studio™ Page(s)

Change the background of your current Ketab Studio™ page or all your pages by changing the background color or adding an image or a screen shot as background.

Adding a Colored Background to Ketab Studio™ Page(s)

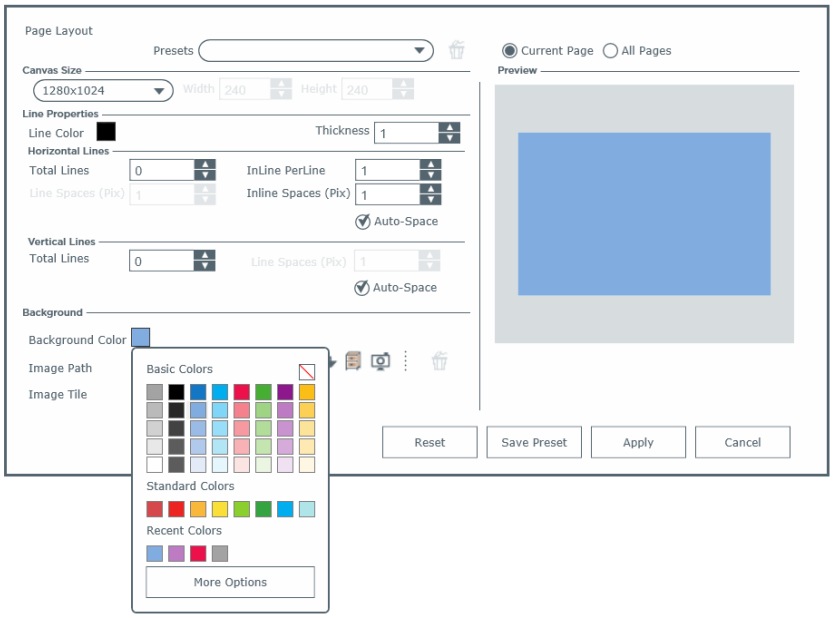
You can add different colored background to your Ketab Studio™ pages

To add a colored background to Ketab Studio™ page(s):

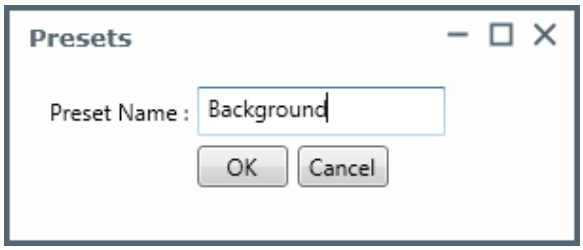
- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- From the **Background** pane, select a color from the **Color** list.



- To apply the background to the current page only, click the **Current Page** radio button under **Preview**.
- To apply the background to all the project's pages. Click the **All Pages** radio button under **Preview.**
- To save your changes as a preset to use it later:
  - Click the **Save Preset** button.
  - A **Presets** window appears.
  - Enter a name for the preset then click **Ok**.



  - Click OK to apply the changes. Or Exit to close the layout window without changes the dimensions.
  - Click Reset to change the dimension to the default values.

Adding a Background Image to Ketab Studio™ Page(s)

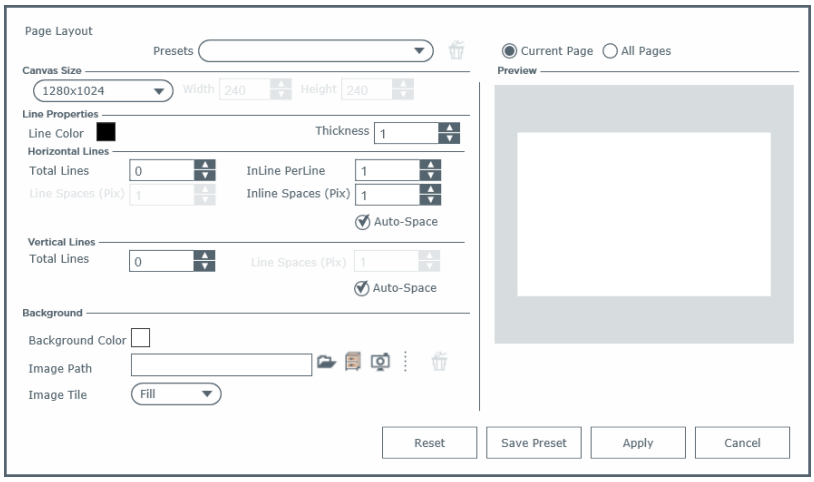
You can add an image file to be your Ketab Studio™ page background by browsing through your computer files or external devises files.

To add a background image to Ketab Studio™ page(s):

- Click the **Page Layout** icon at the bottom of the **Side Panel**;

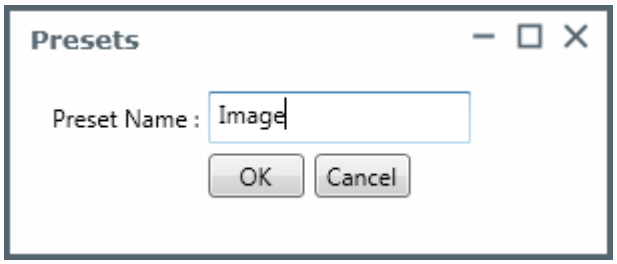
OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- On **Background** pane.
- Click Browser, Ketab Library or Capture Desktop button , beside the **Image Path** option to choose the picture from there; then choose the **Image Tile.**



- The image background will appear on the **Preview** pane to the right of the dialog box.
- The path of the image appears in the **Image Path** field.
- Choose the **All Pages** option above **Preview** and click **OK.**
- To save your background image as a preset to use it later:
  - Click the **Save Preset** button.
  - A **Presets** window appears.

- Enter a name for the preset then click **OK**.



- Under Preview, click the **Current Page** radio button to apply the new background to the current open Ketab Studio™ page only, or click the **All Pages** radio button to apply the background to all the project's pages.
- Click OK to apply the changes. Or Exit to close the layout window without changes the dimensions.
- Click Reset to change the dimension to the default values.

Removing the Background image from Ketab Studio™ Page(s)

To remove the background image of the current Ketab Studio™ Page or all Ketab Studio™ Pages:

- Open the page you want to remove its background.
- From the **Pages** tab on the **Side Panel**, click the **Page Layout** Button or right click the page thumbnail and choose the **Page layout** option from the dropdown menu.
- The **Page Layout** dialog box will be displayed.
- In the **Background** group, click the **Delete** button.
- Choose the **Current Page** option under **Preview** to remove the background image of only the current page then click **OK**.

OR

- If you want to remove the background image of all pages, click the **All Pages** option under **Preview** then click **OK**.

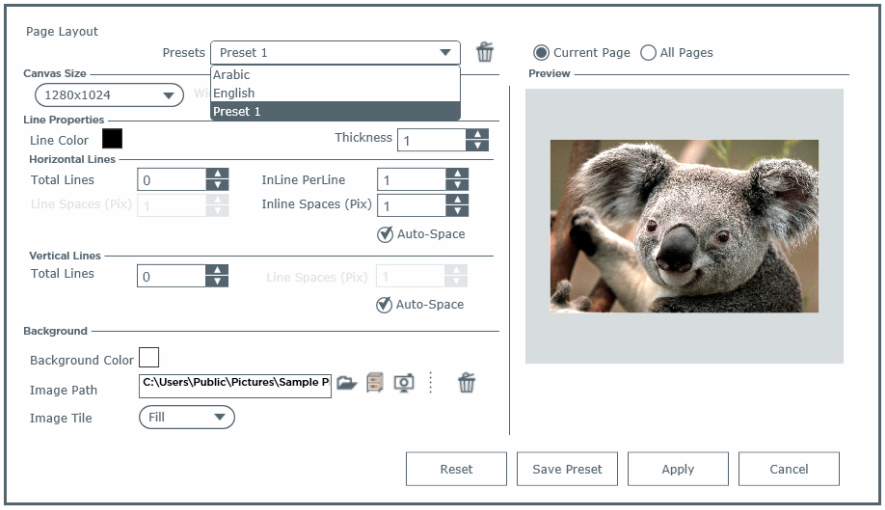
Applying a saved Preset to Ketab Studio™ Page(s)

To apply a previously saved preset to Ketab Studio™ current page or all pages:

- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- The **Page Layout** dialog box will be displayed. Click the **Background/line** tab.
- Select a preset from the **Presets field.**
- Click the **Current Page** radio button to apply the selected preset to only the current page, or click the **All Pages** radio button to apply the preset to all Ketab Studio™ pages.
- Click **OK**.



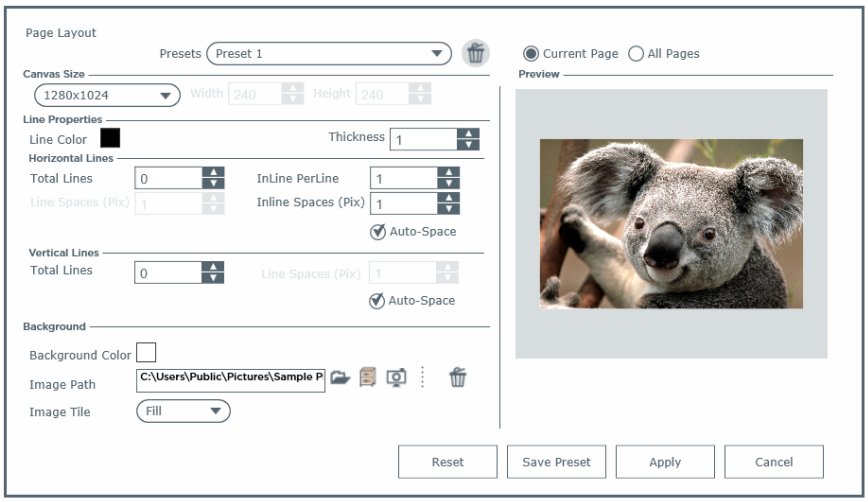
Deleting a Saved Preset

To delete a previously saved preset:

- Click the **Page Layout** icon at the bottom of the **Side Panel**;

OR

- Right click the selected page thumbnail and choose the **Page Layout** option from the displayed menu.
- The **Page Layout** dialog box will be displayed.
- Select the preset you want to delete from the **Presets** field and click the **Delete** button**.**

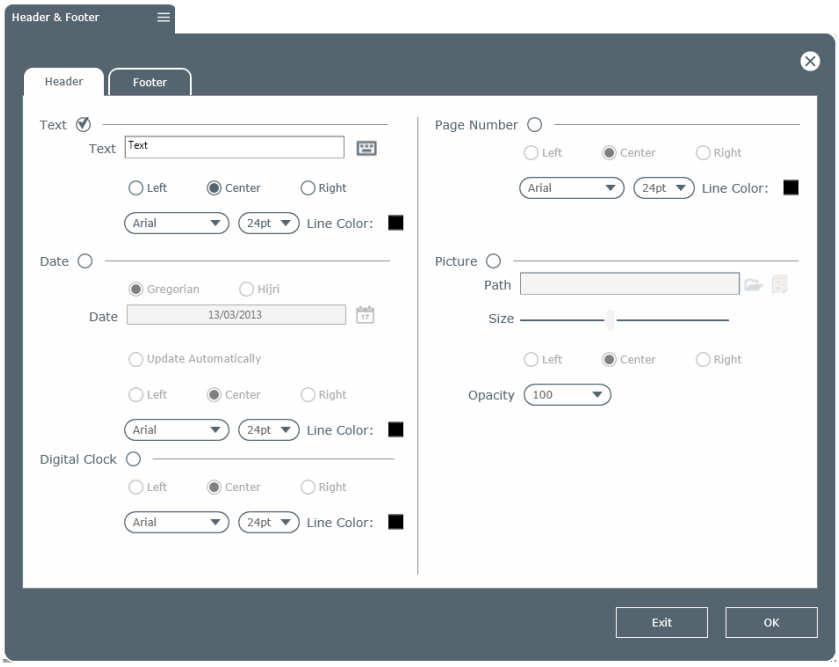


Add Header and Footer to Pages

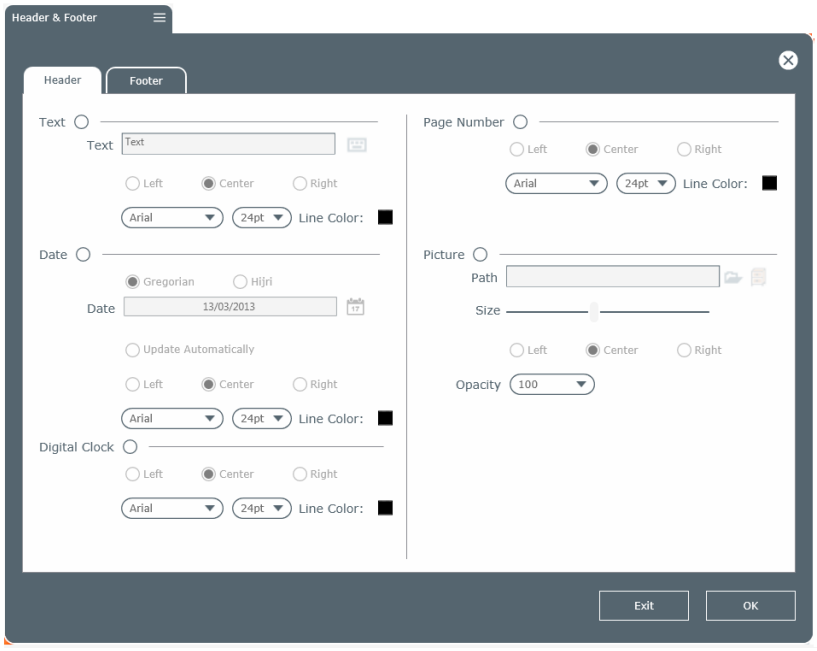
Use the **Page Header and Footer** button to insert text title, date and page number to the header and footer of any page in addition to the ability to change the font type, size and color.

To add header and footer to Ketab Studio™ page:

- Click the **Pages** tab on the **side Panel** to open it.
- Choose the page thumbnail to which you want to add header and footer.
- Click the **Page Header and Footer** button at the bottom of the **Side Panel**. Upon clicking this button, a **Header and Footer Dialog** is immediately opened.

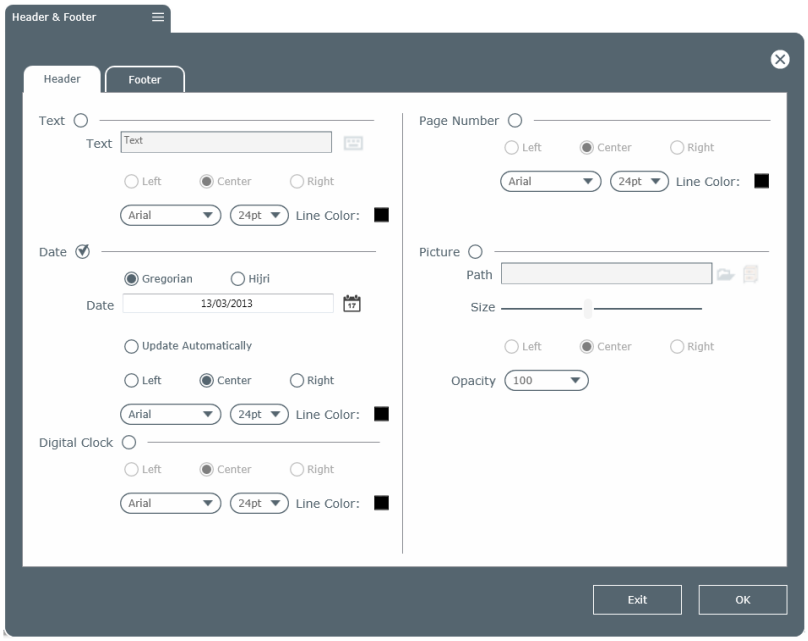


- Click **Footer** or **Header** tab according to what you want to add to Ketab Studio™ or you can add both consecutively.
- Check the **Text** option to enable the **Text** pane to add page title and determine its position in the page, font type, size and color. Then, click **Apply** to apply changes or **Cancel** to close the window without changes.

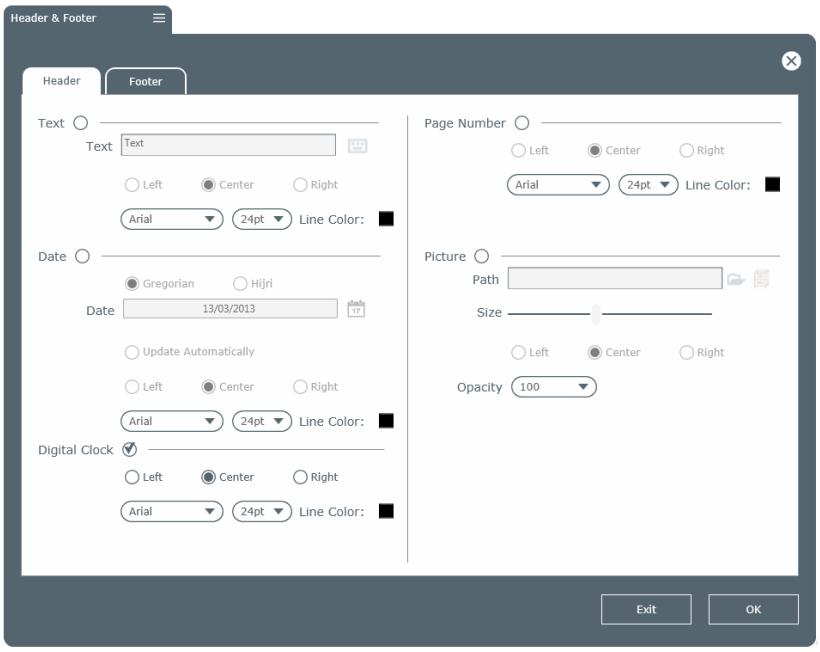


- Check the **Date** option to enable the **Date** box to add **Gregorian** or **Hijri** date and determine its position in the page, font type, size and color in addition to update it

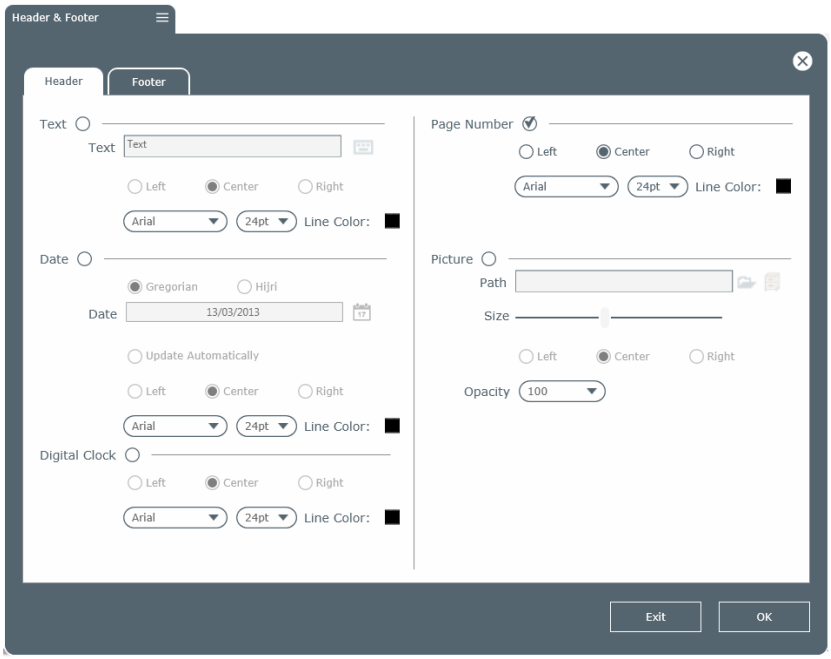
automatically. Then, click **Apply** to apply changes or **Cancel** to close the window without changes.



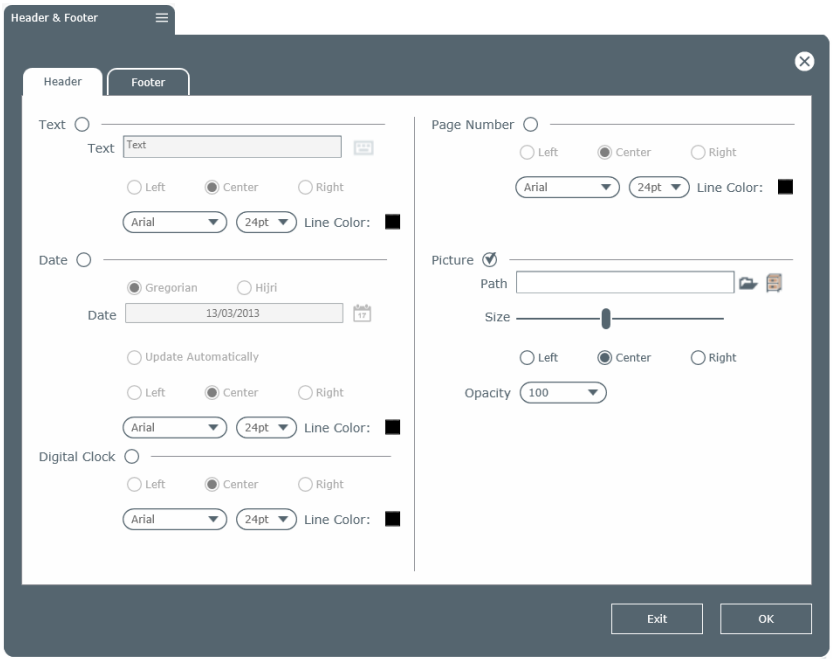
- Check the **Digital Clock** option to enable the **Digital Clock** pane to add **Digital Clock** and determine its position in the page, font type, size and color. Then, click **Apply** to apply changes or **Cancel** to close the window without changes.



- Check the **Page Number** option to enable the **Page Number** pane to add page number and determine its position in the page, font type, size and. Then, click **Apply** to apply changes or **Cancel** to close the window without changes.



- Check the **Picture** option to enable the **Picture** pane to add picture using **Browse** button or Ketab library and determine its size, position and opacity. Then, click **Apply** to apply changes or **Cancel** to close the window without changes.



Navigate Ketab Studio™ Pages Using Page Navigation Bar

Navigate your Ketab Studio™ pages. You can go to the first page, previous page, next page and last page of your Ketab Studio™ file.

First Page

To go the first page:

- Go to the **Side Panel**
- Click the **First Page** button on the **Page Navigation** group. Upon clicking this button the first page is immediately opened.

Note: The first page thumbnail appears selected on the **Side Panel**.

Previous Page

To go to the previous page:

- Go to the **Side Panel**
- Click the **Previous Page** button on the **Page Navigation** group. Upon clicking this button the previous page is immediately opened.

Note: The previous page thumbnail appears selected on the **Side Panel**.

Next Page

Use the Next Page button to move one page forward.

To go to the next page:

- Go to the **Side Panel**
- Click the **Next Page** button on the **Page Navigation** group. Upon clicking this button the next page is immediately opened.

Note: The next page thumbnail appears selected on the **Side Panel**.

Last Page

Use the Last Page button to go to the last page of the project.

To go to the last page:

- Go to the **Side Panel**
- Click the **Last Page** button on the **Page Navigation** group. Upon clicking this button the last page is immediately opened.

Note: The last page thumbnail appears selected on the **Side Panel**.

Zoom Page Using the Zoom Slider

See the page in a larger or smaller view using the **Zoom** slider on the **Pages** tab.

Zoom Page in Using the Page Slider

Change the page view into a more close-up view.

To enlarge the current page view:

- Go to the **Side Panel**
- Using the **Zoom Slider**, slide forward to the percentage to which you want to change your page view.

Note: When you zoom the page in to a certain percentage, horizontal and vertical scroll bars appear on the side and bottom of Ketab Studio™ page and the **Panning** mode becomes active. In order to move the page up and down or left to right to see all contents of the zoomed page scroll up and down or scroll left to right or move the page using the **Panning** hand.

Zoom Page out Using the Page Slider

Change the page view into a more distant view.

To make the current page view smaller:

- Go to the **Side Panel**
- Using the **Zoom Slider**, slide backward to the percentage to which you want to change your page view.

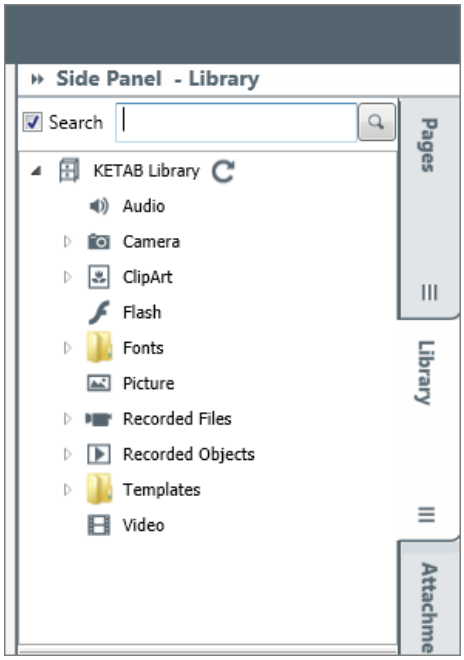
Note: Horizontal and vertical scroll bars disappear when you zoom the page out to a certain percentage.

Ketab library

Use Ketab library to search, open or add images for pictures, backgrounds and Multimedia content.

The Ketab library tab includes many categories (folders and sub folders); Camera, ClipArt, Flash, Picture, Recorded files, Audio, flash video and Video. It has three parts, the **Folders/Subfolders Pane** where all the Ketab library's categories are located, the **Content Pane** that shows the items of selected folders/subfolders and the **Preview Pane** that displays the selected items.

You can use Ketab library right click menu to add any new item, add new folders, delete folders, insert items to Ketab Studio™ pages and delete them from Ketab library. In addition to import the (.wmf) files into Ketab Studio™™ and open them, if the ClipArt is installed on your P.C.

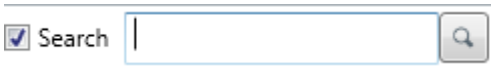


Search in ketab library

Since Ketab Studio™ has thousands of images in its library folders; you can find the desired images by using search field. The result will be all the folders that related to the written keyword.

To search in Ketab library:

- Click the **Library** tab on the **Side Panel** to open it.
- Enable the search field by making check on the checkbox.

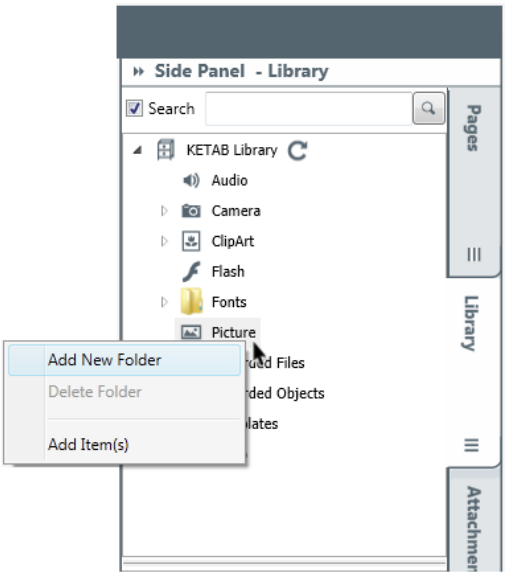


- Write the keyword which related to the desired image in the search field.
- Click **Find** button to start the search process.

Adding New Folders/Subfolders to the ketab library

To add a new folder/subfolder to the Ketab library:

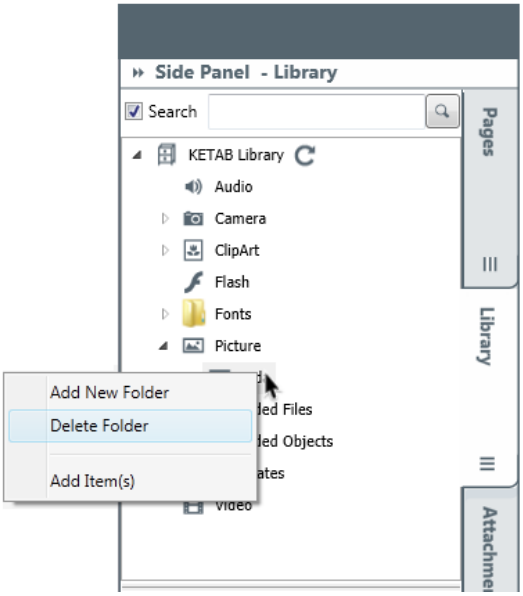
- Click the **Library** tab on the **Side Panel** to open it.
- Select the location (folder or subfolder) in the Ketab **library** under which you want to add the new folder (**e.g. Flash folder**).
- Right Click the selected folder and choose the **Add New Folder** option from the displayed menu.
- Entitle the new folder, then click **Save**. The new folder will be added under the selected folder.



Deleting Folders/Subfolders from the ketab library

To delete a folder from the Ketab library:

- Click the **Library** tab on the **Side Panel** to open it.
- Select the folder or subfolder you want to delete from the Ketab library.
- Right click the selected folder/subfolder and choose the **Delete Folder** option from the displayed menu.



Note: The clipart files that occur inside the clipart folder can't be deleted.

Adding New Items to the ketab library

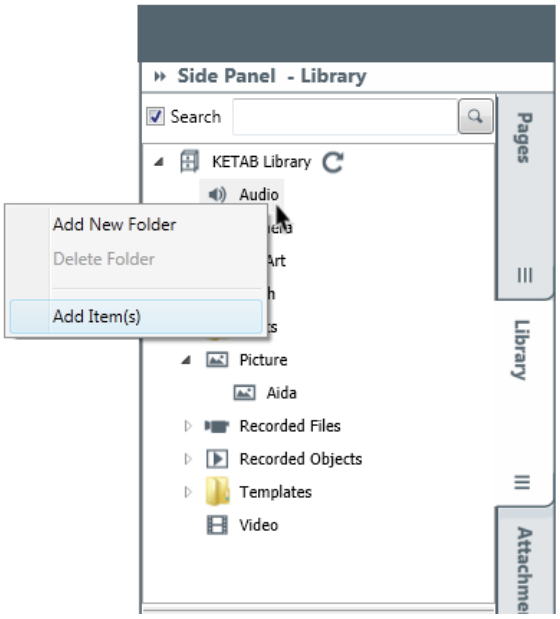
You can add images, sound, video and different Ketab Studio™ objects as items to the Ketab library folders/subfolders.

To add a new item to the Ketab library:

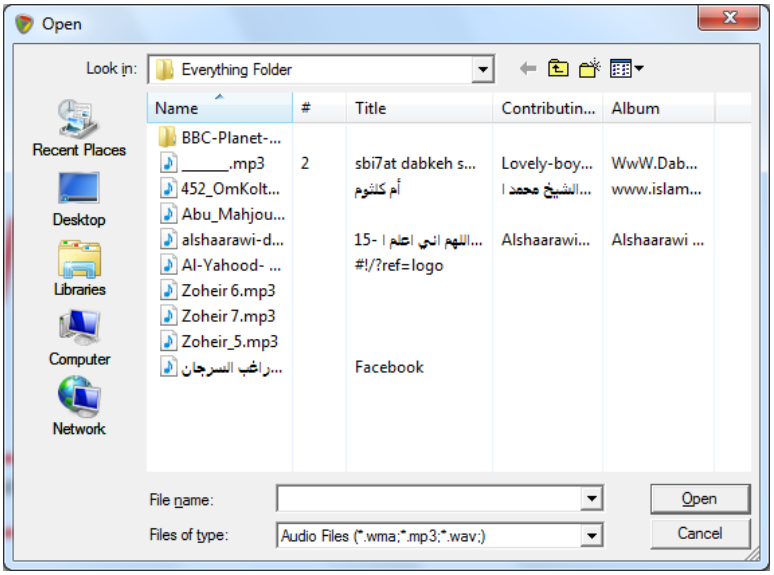
- Click the **Library** tab on the **Side Panel** to open it.
- Select the folder/subfolder where you want to add the item (**e.g. Sound folder**).
- Point to the file you want to add, then hold down the mouse left button and drag the file and drop it to the selected folder.

OR

- Right Click the selected folder/subfolder then choose the **Add Item(s)** option from the displayed menu.



- The **Open** dialog box will be displayed. Choose the item (sound file) you want to add to the Ketab library from the **Look in** field.
- Click **Open.**



- The new item (**sound file**) will be added under the selected folder.

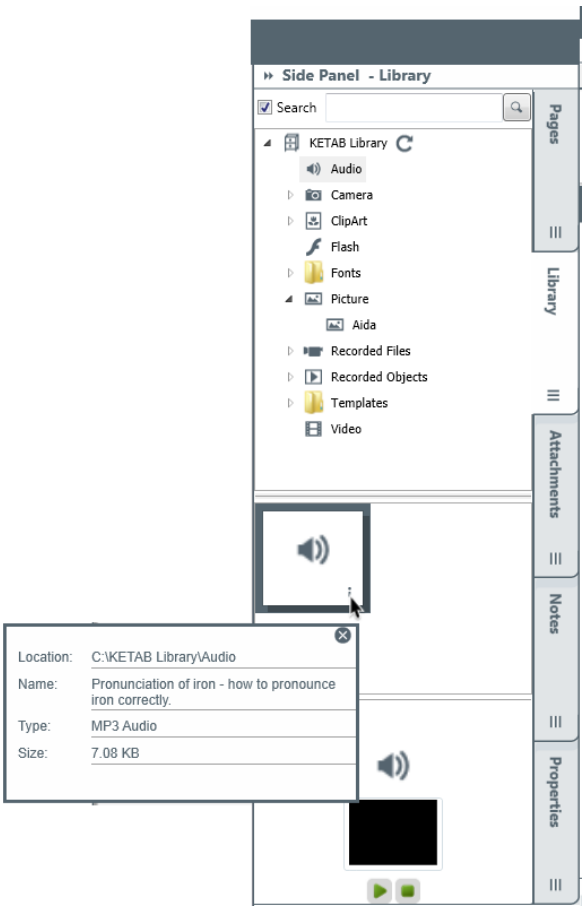
Displaying Contents of ketab library Folders/Subfolders

To display contents of Ketab library folders/subfolders:

- Click the **Library** tab on the **Side Panel** to open it.

- On the Ketab library tab, click the folder/subfolder which you want to display its contents (**e.g. Sound Folder**).
- The contents of that selected folder will be displayed in the **Content Pane** above the **Preview Pane**.

Note: The displayed folder in the content pane is provided with information button. Once you click it, a popup menu will appear with the folder location, name, type and size.



Inserting a Ketab library Item to Ketab Studio™ Page

To insert a Ketab library item to Ketab Studio™ page:

- Open the page to which you want to add a Ketab library item then open the Ketab library tab.
- Click the folder/subfolder from which you want to insert an item.
- All items in that folder/ subfolder will be displayed in the **Content Pane** below.

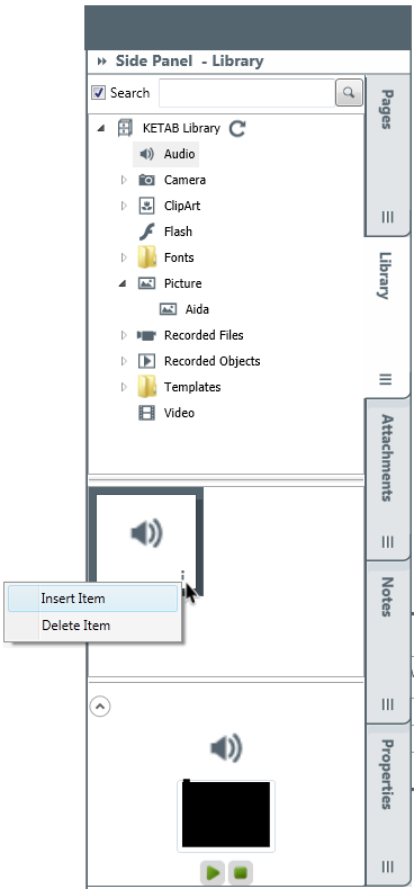
- On the **Content Pane**, click the item you want to insert then drag and drop it into the page;

OR

- Double click the item which you want to insert. The item will be immediately added to the page.

OR

- Right click the item you want to insert from the **Content Pane** below and choose the **Insert Item** option from the displayed menu.



NOTES:

- The chosen item will appear in the **Preview Pane.**
- Captured Screens/frames will be immediately added to the Ketab library under the **Camera** folder and saved in a folder bearing the current date.

- All inserted items are handled as objects, i.e. can be resized, moved, rotated and edited.
- When selecting an audio or video file from the Ketab library, control buttons (play and stop) appear in the **Preview** pane.
- In case of video and audio files, there is a collapse button in the preview pane. By clicking this button the preview pane is collapsed or expanded.

Inserting a Captured Background/frame from the ketab library Folders to Ketab Studio™ Page

To insert a captured background/frame from the Ketab library to Ketab Studio™ page:

- Open the page to which you want to add a captured background/frame from the Ketab library then open the Ketab library tab.
- Select the **Camera** folder and then click the subfolder that contains the captured backgrounds/frames.

- The contents of the selected subfolder will be displayed below in the **Content Pane**.
- Select the captured background/frame that you want to insert to the page from the content pane, then drag and drop it into the page

OR

- Double click the image which you want to insert. The item will be immediately added to the page.

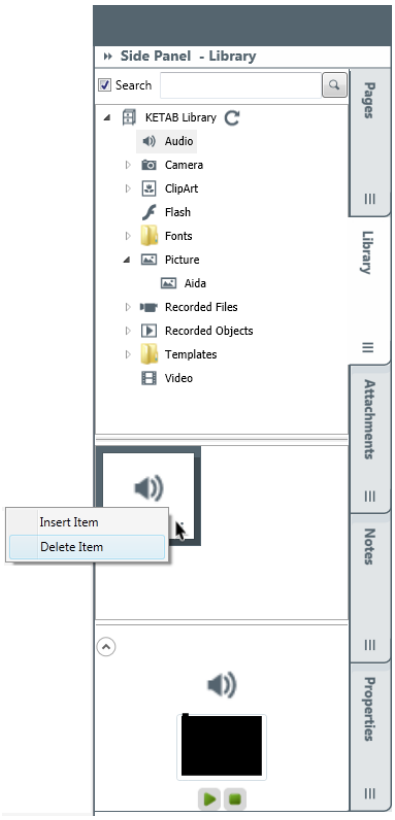
OR

- Right click the image and choose the **Insert item(s**) option.

Deleting an Item from the ketab library Folders/Subfolders

To delete an item from the Ketab library:

- Open the Ketab library tab.
- Select the folder/subfolder from which you want to delete an item(s) (e.g. sound).
- All items included in that folder will be displayed in the **Content Pane** below.
- Right click the item and choose the **Delete Item** option from the displayed menu.



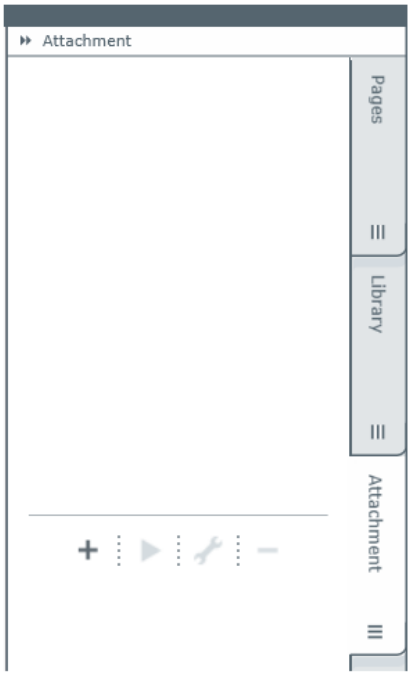
Attachments

You can add attachments, files, programs or web pages from your computer to any page in your Ketab Studio™ file using the **Attachment** tab on the **Side Panel**.

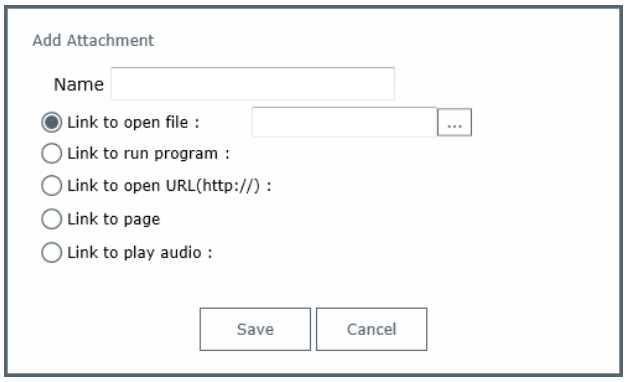
Attaching Links to Pages

To attach a file, program or web link to a certain page:

- Open the **Attachments** tab on the **Side Panel** by clicking it.



- Click the **Add a New Attachment** icon below.
- The **Add/Edit Link** dialog box will be displayed.



- Insert the name of the link to be attached in the **Name** filed.
  - To add a file link, click the **Link to Open File** radio button. Click the browse button that appears and choose the file to be linked from the displayed **Open** window then click **Open.**
  - To add a program link, click the **Link to Run Program** radio button. Click the browse button that appears and choose the program to be linked from the displayed **Open** window then click **Open.**

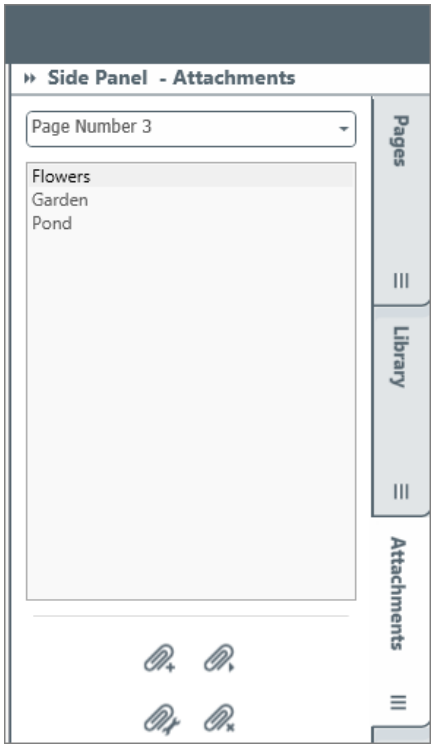
- To add a URL, click the **Link to Open URL** radio button and enter the URL address you want to attach in the blank field.
- To attach a page to a certain page, click **the Link to a Page** radio button. Click the browse button that appears and choose the page to be linked from the displayed drop-down menu, and then click **Select**.
- To add a file link, click the **Link to play audio** radio button. Click the browse button that appears and choose the audio file to be linked from the displayed **Open** window then click **Open.**

- Click **Save.** To cancel the attachment process, click **Cancel.**

Displaying Page Attachments

To display the attachments of a certain page:

- Open the **Attachments** tab on the **Side Panel** by clicking it.
- All the attachments related to that selected page will be displayed in the **Attachments Pane**



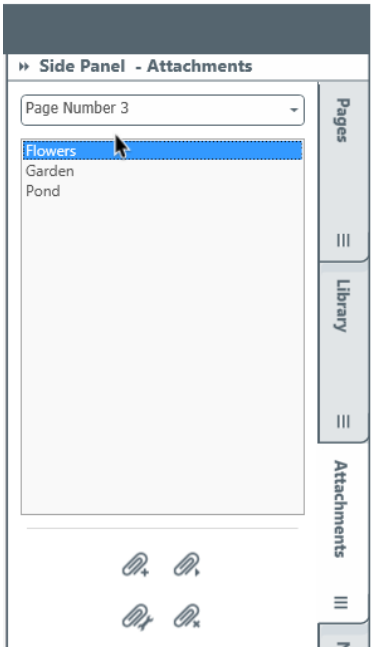
Running Page Attachments

To run a certain page attachment:

- Open the **Attachments** tab on the **Side Panel** by clicking it.
- Select the attachment to be opened from the **Attachments** pane below the page number list then click the **Run Attachment** icon .

OR

- Make double click on the attachment name to run the attachment directly.



Editing Page Attachments

To modify a certain page attachment:

- Open the **Attachments** tab on the **Side Panel** by clicking it.
- Select the attachment to be edited from the **Attachments Pane** below the list then click **the Edit Attachments** icon below**.**
- The **Add/Edit Link** dialog box will be displayed.
- Change the name of the link or change the linked file, program or web page by entering a new one.
- Click **Save.**

Deleting Page Attachments

To delete a certain page attachment

- Open the **Attachments** tab on the **Side Panel** by clicking it.

- Select the attachment to be deleted from the **Attachments** Pane below the page number list then click the **Delete** icon below .

Notes

Add additional separated notes to different pages of Ketab Studio™ file. These notes do not affect in anyway the contents of the pages and appear in the **Notes** textbox only.

NOTES

- You can copy and cut contents from the **Notes** textbox and paste them in a textbox in Ketab Studio™ pages or any other application.
- You can paste any text copied or cut from Ketab Studio™ pages or any other application into the **Notes** textbox.

Adding Notes to Pages

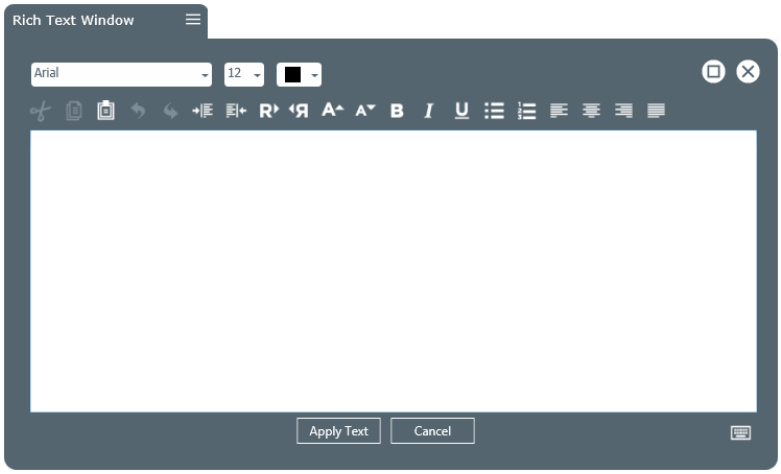
To add notes to a certain page:

- Open the **Notes** tab on the **Side Panel** by clicking it.

- Enter notes in the **Notes** textbox below the list.
- Click **Save Notes** button.

OR

- Click the **Rich Text Window** button to display it.



- Write your text and format it using toolbox commands.
- Click **Apply Text** button to insert the note in textbox below the list. Then click **Save Notes** button.

- Or click **Cancel** to close the dialog without inserting.

Displaying Ketab Studio™ Page Notes

To display the notes of a certain page:

- Open the **Notes** tab on the **Side Panel** by clicking it.
- All notes related to that selected page will be displayed in the textbox below the list.

Editing Page Notes

To modify the notes of a certain page:

- Open the **Notes** tab on the **Side Panel** by clicking it.
- The notes related to that selected page will be displayed in the **Notes** textbox.
- Make modifications to the notes.

OR

- Click the **Rich Text Window** button. Then, make the required modifications.
- Click **Apply Text** button to insert the modified note in the textbox below the page number list. Or click **Close** to close the dialog without making any modifications.

Deleting Page Notes

To delete the notes of a certain page:

- Open the **Notes** tab on the **Side Panel** by clicking it.
- The notes related to that selected page will be displayed in the **Notes** textbox.
- Delete the notes (either by using **Backspace** or **Delete** keys on keyboard) then click **Save**.

OR

- Click the **Rich Text Window** button. Then, delete the notes either by using **Backspace** or **Delete** keys on keyboard
- Click **Apply Text** button to insert the modified note in textbox below the list. Or click **Close** to close the dialog without inserting the changes.

Properties

The **Properties** tab enables you to format objects on a page, including freehand objects, shapes, lines, texts, capturing features and Multimedia objects. Depending on the object you select, you can do the following:

- Change the color, thickness and style of lines.
- Change the transparency and fill effects of objects.
- Change the font type, size and color of text.
- Rotate, resize and flip objects vertically and horizontally.
- Delete, duplicate and lock objects.
- Add Labels and Attachments to objects.

NOTES:

- Each object has its own properties. Some objects have similar properties.
- The properties of the locked objects can be changed and modified.

Displaying Objects Properties

To display the properties of a certain object:

- Select the object which you want to display its **Properties** from Ketab Studio™ page.
- Click the information icon on the shortcut toolbox appearing below the selected object;

OR

- Click the **Properties** tab on the **Side Panel** after selecting the object**.**

Pen and Marker Properties

You can select a freehand object (drawn by a pen or marker) on the page and change its properties.

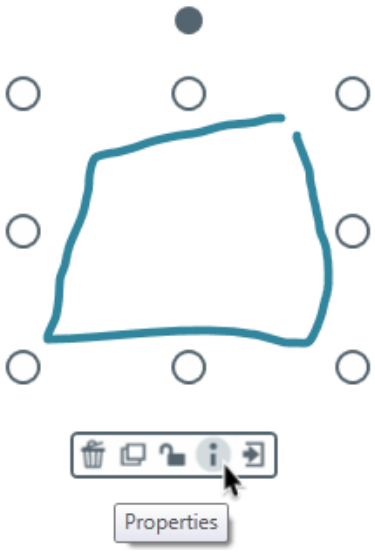
Displaying the Pen and Marker Objects Properties

To display the properties of a freehand object (Pen and Marker):

- Choose the **Select Mode** on the **Toolbox.**
- Select the **Freehand** object (Pen or Marker) you want to display its properties from Ketab Studio™ page.
- Click the **Information** icon on the shortcut toolbox appearing below the selected freehand object;

OR

- Click the **Properties** tab on the **Side Panel** to display the freehand object's properties.



Changing the Pen and Marker Properties Using the Properties Tab

To change the properties of a selected freehand object from the displayed Properties tab, you can do the following:

- **Line Color**: To change the line color of the selected freehand object, choose a color from the **Line color** list.
- **Line Width**: To increase the selected freehand object's line width move the **Slider** forward, and to decrease the freehand object's line width move the **Slider** backward.
- **Rotate**: To rotate the selected freehand object, enter a rotating angle value from 1-360 in the **Rotate** field. And to show the object pivot point, click **Show Pivot Point** button after selecting the object.
- **Add Link**: To add a link to the selected freehand object, click the **Add a New Attachment** icon.

Note: Refer to the **Object Links** section to know how to add links to objects.

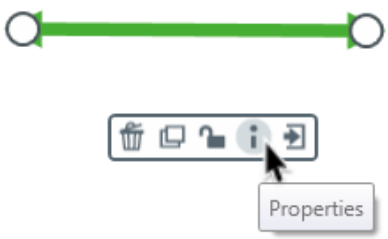
Lines and Arrows Properties

You can select a line or arrow (double, start point or end point arrow) on the page and change its properties.

Displaying the Line and Arrow Properties

To display the Properties of a line or an arrow:

- Choose the **Select Mode** on the **Toolbox.**
- Select the **line or arrow shape** that you want to display its properties from Ketab Studio™ Page.
- Click the **Information** icon on the shortcut toolbox appearing below the selected line or arrow;



OR

- Click the **Properties** tab on the **Side Panel** to display the Line or Arrow's Properties.

Changing the Line and Arrow Properties Using the Properties Tab

To change the properties of the selected Line or Arrow from the displayed Properties tab, you can do the following:

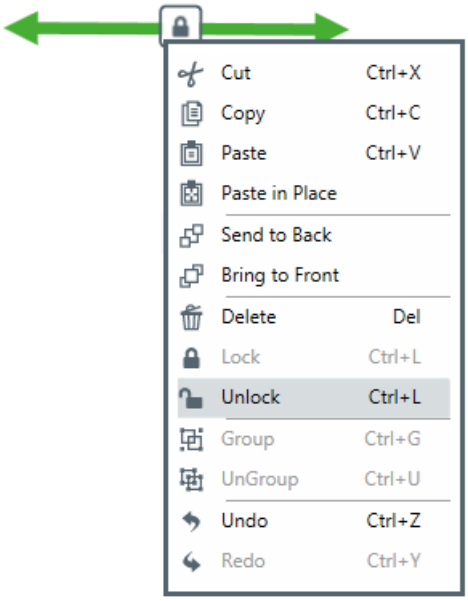
- **Lock Object**: To lock the selected line/arrow in place, click the **Lock** icon .

NOTES:

- To unlock the line/arrow click the **Unlock** icon that appears on the line/Arrow;

OR

- Right click the locked line or arrow and choose the **Unlock** command from the displayed menu.



- **Width:** To make the line length longer or shorter, enter a value from 50-5000 in the **Width** field.
- **Line Width**: To increase the selected line/arrow line width move the **Slider** forward, and to decrease the selected line/arrow line width move the **Slider** backward.
- **Line color:** To change the line color of the selected line/arrow line, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.
- **Line Style**: To change the **line style** of the selected Line/arrow, choose a line style (solid, dash, dot, dash-dot) from the **Line Style** list.
- **Arrowhead Style**: To change the arrowhead style of the selected line/arrow, choose a style (Arrow Anchor, Square Anchor, and Round Anchor) from the arrowhead style menu.
- **Add Link**: To add a link to the selected Line/arrow, click the **Add a New Attachment** icon.

Note: Refer to the **Object Links** section to know how to add links to objects.

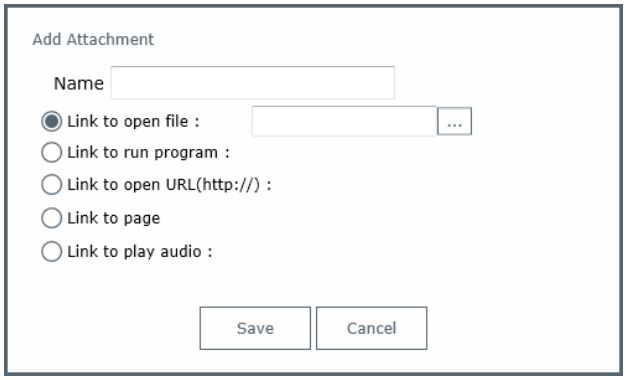
Object Links

You can attach links to objects (Pen, marker, text and shape recognition, rich texts, texts, shapes, capturing features and Multimedia) in addition to running, editing and deleting them. Each object can only be attached to one link.

Adding Links to Objects

To attach a file, program or web link to an object (Pen, marker, text and shape recognition, rich texts, texts, shapes, capturing features and Multimedia)**:**

- Select the object to which a new link will be attached from Ketab Studio™ page.
- Click the **Information** icon on the shortcut toolbox appearing below the selected object or click the **Properties** tab on the **Side Panel** to display the object's Properties.
- Click the **Add a New Attachment** icon on the object's properties tab.
- The **Add/Edit Link** dialog box will be displayed.

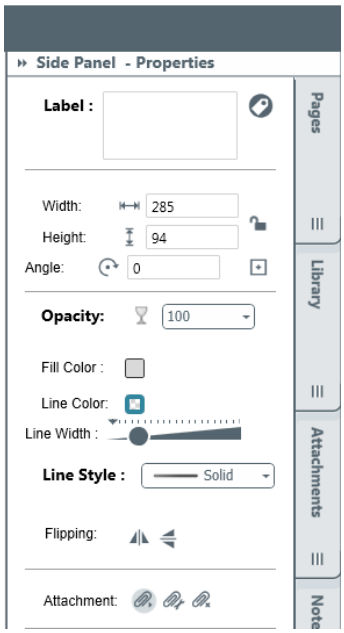


- Insert the name of the link to be attached.
- To add a file link, click the **Link to open file** radio button. Click the browse button that appears and choose the file to be linked from the displayed **Open** window then click **Open.**
- To add a program link, click the **Link to run program** radio button. Click the browse button that appears and choose the program to be linked from the displayed **Open** window then click **Open.**

- To add a URL, click the **Link to open URL** radio button and enter the URL address you want to attach in the blank field.
- To attach a page to a certain page, click **the Link to a Page** radio button. Click the browse button that appears and choose the page to be linked from the displayed drop-down menu, and then click **Select**.
- To add a file link, click **the Link to play audio** radio button. Click the browse button that appears and choose the audio file to be linked from the displayed **Open** window then click **Open**.
- Click **Save**. To cancel the attachment process, click **Cancel**.

NOTES:

- You can only add one link to each object.
- After adding a link to the object, the **Add a New Attachment** icon disappears and the **Edit**, **Delete** and **Run Attachment** icons appear on the selected object's **properties** tab.



- When you add a link to an object, the **Run Link** icon appears on the shortcut toolbox below the selected object.

Running Objects Links

To run a certain object Link:

- Select the object to which the link is attached to be opened from Ketab Studio™ page.
- Open the **Properties** tab on the **Side Panel**.
- Click the **Run Attachment** icon on the object's **Properties** tab or on the shortcut toolbox below the selected object.

Editing Objects Links

To edit an object link:

- Select the object to which the attachment is linked to be edited.
- Open the **Properties** tab on the **Side Panel**.
- Click **the Edit Attachments** icon**.**
- The **Add/Edit Link** dialog box will be displayed. Change the name of the link or change the linked file, program or web page by entering a new one.
- Click **Save**. To cancel the editing process, click **Cancel**.

Deleting Objects Links

To delete a certain object link:

- Select the object to which the link is attached to be deleted.
- Open the **Properties** tab on the **Side Panel**.
- Click the **Delete Attachment** icon on the object's **Properties** tab.

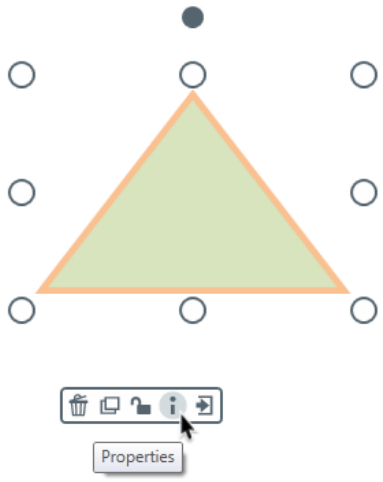
Shapes Properties

You can select any shape on Ketab Studio™ page and change its properties.

Displaying Shapes Properties

To display the Properties of shapes (except for lines and arrows):

- Choose the **Select Mode** on the **Toolbox.**
- Select the shape drawn on Ketab Studio™ page (circle or triangle…).
- Click the **Information** icon on the shortcut toolbox appearing below the selected shape;



OR

- Click the **Properties** tab on the **Side Panel** to display the selected shape's properties.

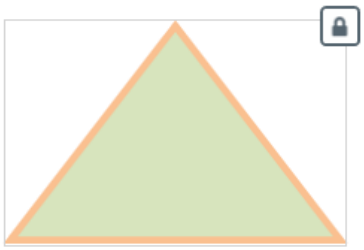
Changing Shapes Properties Using the Properties Tab

To change the properties of the selected shape from the displayed Properties tab, you can do the following:

- **Lock Object**: To lock the selected shape in place, click the **Lock** icon .

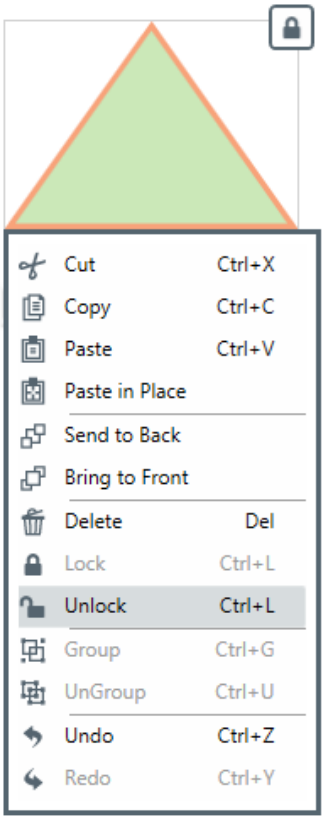
NOTES:

- To unlock the locked shape click the **Unlock** icon that appears on the locked shape;



OR

- Right click the locked shape and choose the **Unlock** command from the displayed menu.



- **Label (Name)**: To rename the selected shape, enter a name in the **Label** field.

- **Show Label**: To show the selected shape's label on page, click the **Show Label** icon .

Note: Once you click show label icon, the label's formatting control will be displayed.

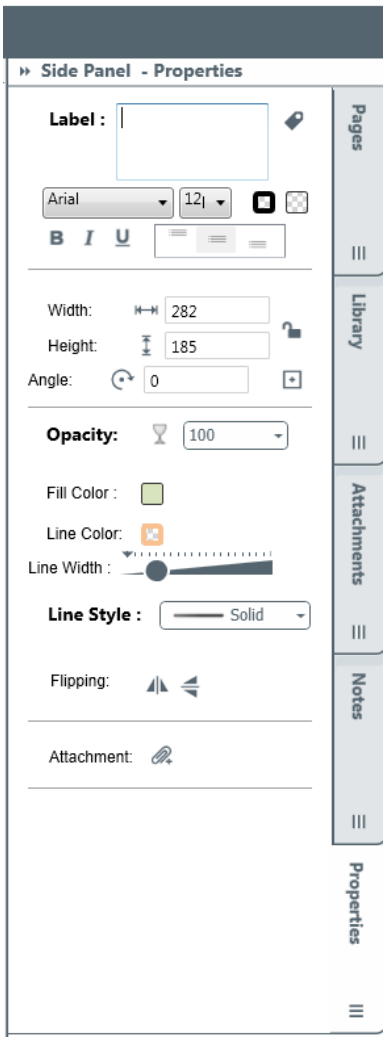
- **Hide Label**: To hide the selected shape's label from page, click the **Hide Label** icon .
- **Font**: To change the font of the shape's label, choose a font from the **Font** list.
- **Font Size**: To change the font size of the shape's label, choose a value from the **Font Size** list.
- **Line color:** To change the line color of the shape's label, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.
- **Fill Color**: To change the highlight color of the shape's label, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.
- **Bold**: To embolden the shape's label font, click the **Bold** icon on the **Properties** tab.
- **Italic**: To italicize the shape's label font, click the **Italic** icon on the **Properties** tab.
- **Underline**: To add a line under the shape's label font, click the **Underline** icon on the **Properties** tab.
- **Label Alignment**: Click one of the label alignment options to align the label to right, left, or center inside the shape object .
- **Width**: To change the width of the selected shape, enter a value from 50-5000 in the **Width** field.
- **Height**: To change the height of the selected shape, enter a value from 50-5000 in the **Height** field.
- **Opacity**: To change the shape's opacity, choose one of the values (5-100) from the **Opacity** list.

- **Rotate**: To rotate the selected shape, enter a rotating angle value from 1-360 in the **Rotate** field. . And to show the object pivot point, click **Show Pivot Point** button after selecting the object.
- **Flip Horizontally**: To flip the selected shape horizontally, click the **Flip Horizontally** icon .
- **Flip Vertically**: To flip the selected shape vertically, click the **Flip Vertically** icon .
- **Line color**: To change the line color of the selected shape, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.

  You can change the line color of the selected shape using the Line Color option on the Toolbox.
- **Fill Color**: To change the fill color of the selected shape background, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.

  You can change the fill color of the selected shape by using the Fill Color option on the Toolbox.
- **Line Width**: To increase or decrease the shape's line width, move the Line Width **Slider** forward and backward.
- **Line style:** To change the Line Style of the selected shape, select a line style from the **Line Style** list (solid, dash, dot or dash-dot)
- **Add Link**: To add a link to the selected shape, click the **Add a New Attachment** icon .
- **Show/Hide Angles:** To show shape's angles, click on the check box .Click it again to hide them**. (PRO Edition)**
- **Show/Hide lengths:** To show the shape's lengths, click on the check box .Click it again to hide them**. (PRO Edition)**
- **Show/Hide information:** To show shape's information, click on the check box .Click it again to hide them**. (PRO Edition)**

Note: you have to choose the shape **Default angles** or **Reflex angles** to show its Angles, Lengths and Information.



Note: Refer to the **Object Links** section to know how to add links to shape objects.

Texts Properties

You can select any inserted Text into Ketab Studio™ page and change its properties.

Displaying Texts Properties

To display the Properties of a text:

- Choose the **Select Mode** on the **Toolbox.**
- Select the text you want to display its properties from Ketab Studio™ page.

- Click the **Information** icon on the shortcut toolbox appearing below the selected text;

OR

- Click the **Properties** tab on the **Side Panel** to display the selected text's properties.

Changing Text's Properties Using the Properties Tab

To change the properties of the selected text from the displayed Properties tab, you can do the following:

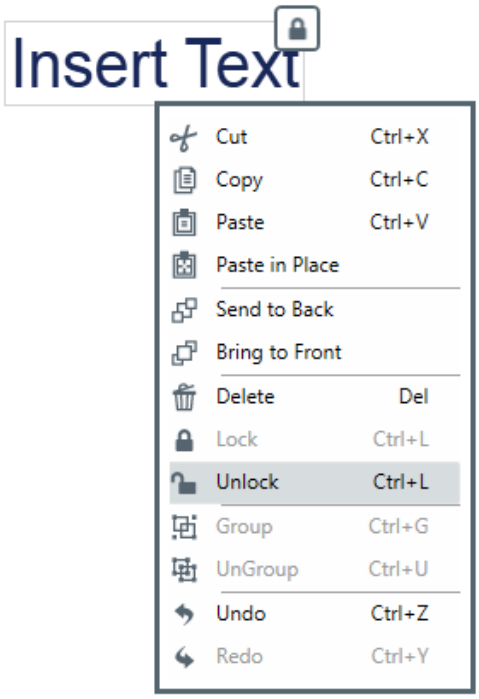
- **Lock**: To lock the selected Text in place, click the **Lock** icon.

NOTES:

- To unlock the Text click the **Unlock** icon that appears on the locked text;

OR

- Right click the locked text and choose the **Unlock** command from the displayed menu.



- **Label (Name)**: To rename the selected text, enter a name in the **Label** field.
- **Show Label**: To show the selected text's name on page, click the **Show Label** icon.

Note: Once you click show label icon, the label's formatting control will be displayed.

- **Hide Label**: To hide the selected text's name from page, click the **Hide Label** icon.
- **Font**: To change the font of the text's label, choose a font from the **Font** list.
- **Font Size**: To change the font size of the text's label, choose a value from the **Font Size** list.
- **Line color**: To change the line color of the selected text's name, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.

- **Fill Color**: To change the fill color of the selected text's name background, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.

- **Bold**: To embolden the font of the text's label, click the **Bold** icon on the **Properties** tab.

- **Italic**: To italicize the font of the text's label, click the **Italic** icon on the **Properties** tab.

- **Underline**: To add a line under the font of the text's label, click the **Underline** icon on the **Properties** tab.

- **Label Alignment**: Click one of the label alignment options to align the text's label to right, left, or center inside the textbox .

- **Width**: To change the width of the selected text, enter a value from 50-5000 in the **Width** field.

- **Height**: To change the height of the selected text, enter a value from 50-5000 in the **Height** field.

- **Add Link**: To add a link to the selected text, click the **Add a New Attachment** icon.

  Note: Refer to the **Object Links** section to know how to add attachments to text objects.

- **Opacity**: To change the text's opacity, choose one of the values (5-100) from the **Opacity** list.

- **Rotate**: To rotate the selected text object, enter a rotating angle value from 1-360 in the **Rotate** field. . And to show the object pivot point, click **Show Pivot Point** button after selecting the object.

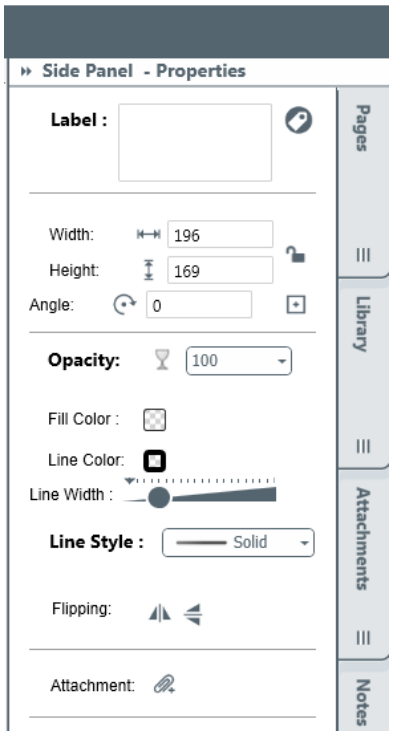
- **Flip Horizontally**: To flip the selected text horizontally, click the **Flip Horizontally** icon .

- **Flip Vertically**: To flip the selected text vertically, click the **Flip Vertically** icon .

- **Font**: To change the font of the text, choose a font from the **Font** list.
- **Line color**: To change the line color of the selected text, choose a color from the **Line color** list.

  You can change the line color of the selected text using the Line Color option on the Toolbox or using the Line Color icon on shortcut Toolbox that appears below the selected text.
- **Fill Color**: To change the fill color of the selected text background, choose a color from the **Fill Color** list.

  You can change the fill color of the selected text by using the Fill Color option on the Toolbox.
- **Bold**: To embolden the selected text's font, click the **Bold** icon on the **Properties** tab.
- **Italic**: To italicize the selected text, click the **Italic** icon on the **Properties** tab.
- **Underline**: To add a line under the selected text, click the **Underline** icon on the **Properties** tab.



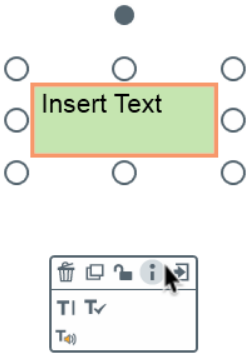
Rich Text Properties

You can select any inserted rich text into Ketab Studio™ page and change its properties.

Displaying Rich Text Properties

To display the properties of a Rich Text (textbox):

- Select a **Rich Text** (textbox) entered to Ketab Studio™.
- Click the **Information** icon on the shortcut toolbox appearing below the selected textbox;



OR

- Click the **Properties** tab on the **Side Panel** to display the selected textbox Properties.

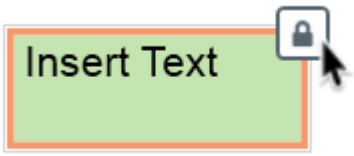
Changing Rich Text Properties Using the Properties Tab

To change the properties of the selected Rich Text (textbox) from the displayed Properties tab, you can do the following:

- **Lock**: To lock the selected textbox in place, click the **Lock** icon.

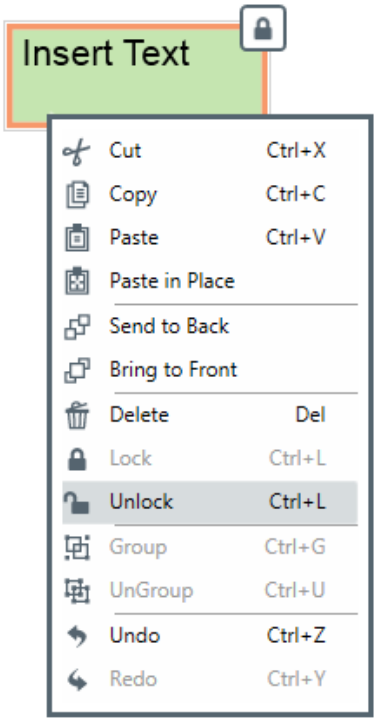
NOTES:

- To unlock the Text (textbox), click the **Unlock** icon that appears on the locked textbox;



OR

- Right click the locked shape and choose the **Unlock** command from the displayed menu.



- **Label (Name)**: To rename the selected textbox, enter a name in the **Label** field.
- **Show Label**: To show the selected textbox label on page, click the **Show Label** icon.

Note: Once you click show label icon, the label's formatting control will be displayed.

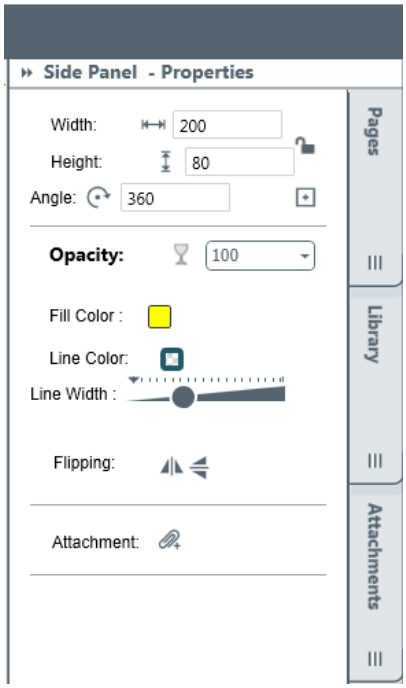
- **Hide Label**: To hide the selected textbox label from page, click the **Hide Label** icon.
- **Font**: To change the font of the textbox label, choose a font from the **Font** list.

- **Font Size**: To change the font size of the textbox label, choose a value from the **Font Size** list.
- **Line color**: To change the line color of the textbox name, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.
- **Fill Color**: To change the fill color of the textbox name background, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.
- **Bold**: To embolden the font of the textbox label, click the **Bold** icon on the **Properties** tab.
- **Italic**: To italicize the font of the textbox label, click the **Italic** icon on the **Properties** tab.
- **Underline**: To add a line under the font of the textbox label, click the **Underline** icon on the **Properties** tab.
- **Label Alignment**: Click one of the label alignment options to align the text's label to right, left, or center inside the textbox .
- **Width**: To change the width of the selected textbox, enter a value from 50-5000 in the **Width** field.
- **Height**: To change the height of the selected textbox, enter a value from 50-5000 in the **Height** field.
- **Add Link**: To add a link to the selected textbox, click the **Add a New Attachment** icon.
- **Opacity**: To change the textbox opacity, choose one of the values (5-100) from the **Opacity** list.
- **Rotate**: To rotate the selected rich text textbox object, enter a rotating angle value from 1-360 in the **Rotate** field. And to show the object pivot point, click **Show Pivot Point** button after selecting the object.
- **Flip Horizontally**: To flip the selected textbox horizontally, click the **Flip Horizontally** icon.

- **Flip Vertically**: To flip the selected textbox vertically, click the **Flip Vertically** icon.
- **Line color**: To change the line color of the textbox frame, choose a color from the **Line color** list.

  You can change the line color of the textbox frame using the Line Color option on the Toolbox.
- **Fill Color**: To change the fill color of the textbox background, choose a color from the **Fill Color** list.

  You can change the fill color of the selected textbox by using the Fill Color option on the Toolbox.
- **Line Width**: To increase or decrease the textbox's line width, move the Line Width **Slider** forward and backward.



Media Objects Properties

You can select any inserted media object (video, flash, flash video and animated GIF) into Ketab Studio™ page and change its properties.

Displaying Media Objects Properties

To display the Properties of a media object (video, flash, flash video or animated GIF):

- Choose the **Select Mode** on the **Toolbox.**
- Select any of the media objects (except for audio and picture objects) inserted to Ketab Studio™ Page either from the **Toolbox** or from the Ketab library.
- Click the **Information** icon on the shortcut toolbox appearing below the selected media (e.g. Flash);

OR

- Click the **Properties** tab on the **Side Panel** to display the selected media object's Properties.

Changing Media Objects Properties Using the Properties Tab

To Change the Properties of the selected media object using the Properties tab:

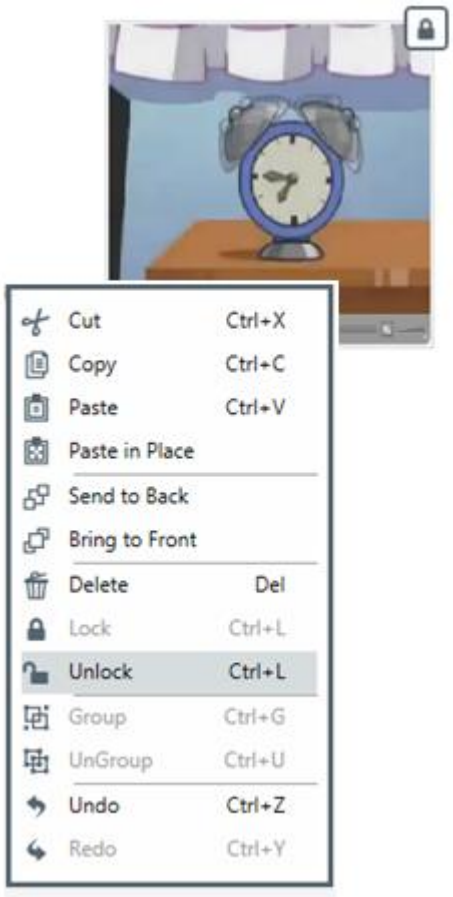
- **Lock**: To lock the selected media object in place (e.g. Flash), click the **Lock** icon.

NOTES:

- To unlock the locked flash object, click the **Unlock** icon that appears on the locked flash object;

OR

- Right click the locked flash and choose the **Unlock** command from the displayed menu.



- **Label (Name)**: To rename the selected media object, enter a name in the **Label** field.

- **Show Label**: To show the selected media object label on page, click the **Show Label** icon.

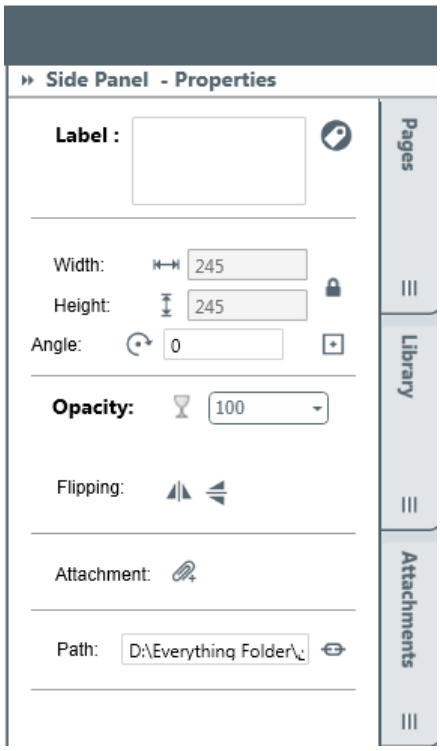
Note: Once you click show label icon, the label's formatting control will be displayed.

- **Hide Label**: To hide the selected media object label from page, click the **Hide Label** icon.
- **Font**: To change the font of the media object label, choose a font from the **Font** list.
- **Font Size**: To change the font size of the media object label, choose a value from the **Font Size** list.
- **Line color**: To change the line color of the media object name, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.
- **Fill Color**: To change the fill color of the media object name background, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.
- **Bold**: To embolden the font of the media object label, click the **Bold** icon on the **Properties** tab.
- **Italic**: To italicize the font of the media object label, click the **Italic** icon on the **Properties** tab.
- **Underline**: To add a line under the font of the media object label, click the **Underline** icon on the **Properties** tab.
- **Label Alignment**: Click one of the label alignment options to align the media object label to right, left, or center inside the media object .
- **Width**: To change the width of the selected media object, enter a value from 50-5000 in the **Width** field.
- **Height**: To change the height of the selected media object, enter a value from 50-5000 in the **Height** field.

- **Opacity**: To change the opacity of the selected media object, choose one of the values (5-100) from the **Opacity** list.
- **Rotate**: To rotate the selected media object, enter a rotating angle value from 1-360 in the **Rotate** field. And to show the object pivot point, click **Show Pivot Point** button after selecting the object.
- **Flip Horizontally**: To flip the selected media object horizontally, click the **Flip Horizontally** icon.
- **Flip Vertically**: To flip the selected media object vertically, click the **Flip Vertically** icon.
- **Add Link**: To add a link to the selected media object, click the **Add a New Attachment** icon.

Note: Refer to the **Object Links** section to know how to add attachments to any of the media objects.

- **Replace Flash**: To replace the selected media object with another media file (Should be the same type), click the **Browse** button and select a new file from the displayed window then click **Open**. The inserted media file will replace the previous one.



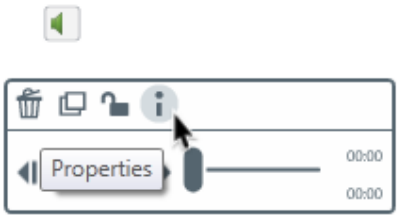
Audio Objects Properties

You can select any inserted audio object into Ketab Studio™ page and change its properties.

Displaying Audio Objects Properties

To display the Properties of an media object

- Choose the **Select Mode** on the **Toolbox.**
- Select any of the audio objects inserted to Ketab Studio™ Page weither from the **Toolbox** or from the Ketab library.
- Click the **Information** icon on the shortcut toolbox appearing below the selected audio.



OR

- Click the **Properties** tab on the **Side Panel** to display the selected media object's Properties.

Changing Audio Objects Properties Using the Properties Tab

To Change the Properties of the selected audio object using the Properties tab:

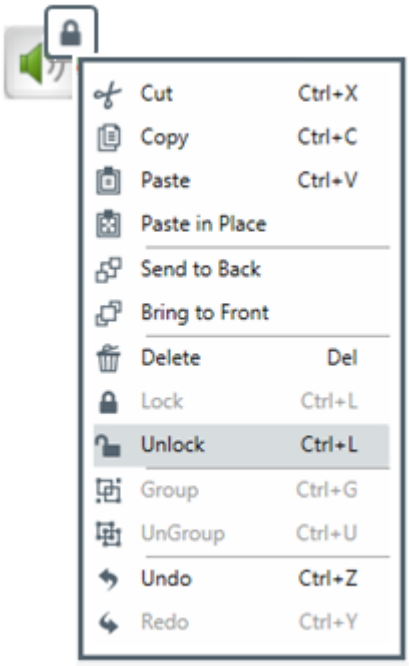
- **Lock**: To lock the selected audio object in place, click the **Lock** icon.

NOTES:

- To unlock the locked audio object, click the **Unlock** icon that appears on the locked audio object;

OR

- Right click the locked audio and choose the **Unlock** command from the displayed menu.



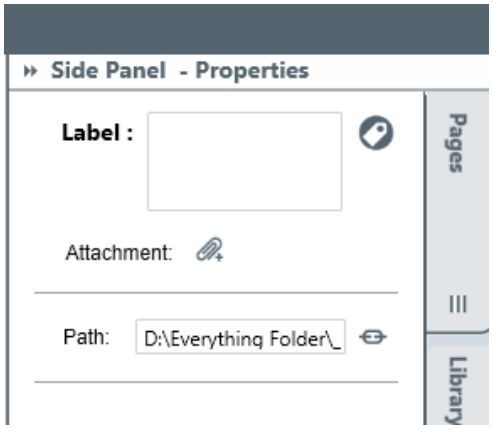
- **Label (Name)**: To rename the selected audio object, enter a name in the **Label** field.
- **Show Label**: To show the selected audio object label on page, click the **Show Label** icon.

Note: Once you click show label icon, the label's formatting control will be displayed.

- **Hide Label**: To hide the selected audio object label from page, click the **Hide Label** icon.
- **Font**: To change the font of the audio object label, choose a font from the **Font** list.
- **Font Size**: To change the font size of the audio object label, choose a value from the **Font Size** list.
- **Line color**: To change the line color of the audio object name, choose a color from the **Line color** list. Or follow the following hyperlink Choosing colors using standard set.
- **Fill Color**: To change the fill color of the audio object name background, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.
- **Bold**: To embolden the font of the audio object label, click the **Bold** icon on the **Properties** tab.

- **Italic**: To italicize the font of the audio object label, click the **Italic** icon on the **Properties** tab.
- **Underline**: To add a line under the font of the audio object label, click the **Underline** icon on the **Properties** tab.
- **Label Alignment**: Click one of the label alignment options to align the audio object label to right, left, or center inside the audio object .
- **Add Link**: To add a link to the selected audio object, click the **Add a New Attachment** icon.

  Note: Refer to the **Object Links** section to know how to add attachments to any of the media objects.
- **Replace Audio**: To replace the selected audio object with another audio file (Should be the same type), click the browse button and select a new file from the displayed window, then click **Open**. The inserted media file will replace the previous one.



Note: To play, pause or move any of the audio files inserted on page forward or backward, use the control buttons on the shortcut toolbox appearing below the selected media object.

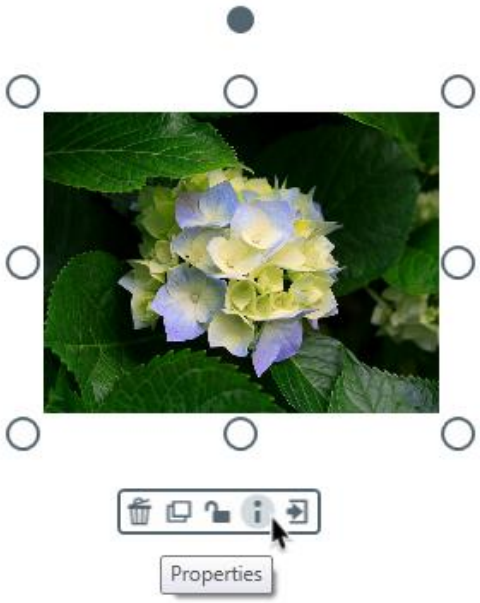
Picture Object Properties

You can select any inserted picture into Ketab Studio™ page and change its properties.

Displaying Picture Objects Properties

To display the Properties of an image:

- Choose the **Select Mode** on the **Toolbox.**
- Select a picture inserted to Ketab Studio™ page from the **shortcut Toolbox**.
- Click the **Information** icon on the shortcut toolbox appearing below the selected picture;



OR

- Click the **Properties** tab on the **Side Panel** to display the selected picture properties.

Changing Picture Objects Properties Using the Properties Tab

To change the properties of the selected picture object using the Properties tab:

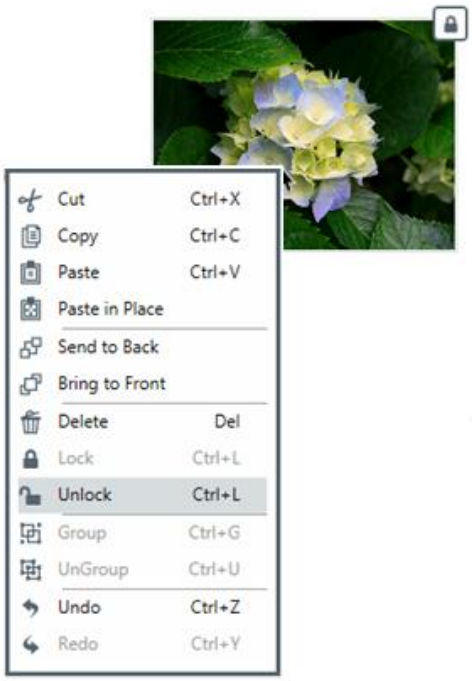
- **Lock**: To lock the selected picture object in place, click the **Lock** icon.

NOTES:

- To unlock the locked picture object, click the **Unlock** icon that appears on the locked picture object;

OR

- Right click the locked image and choose the **Unlock** command from the displayed menu.



- **Label (Name)**: To rename the selected picture object, enter a name in the **Label** field.

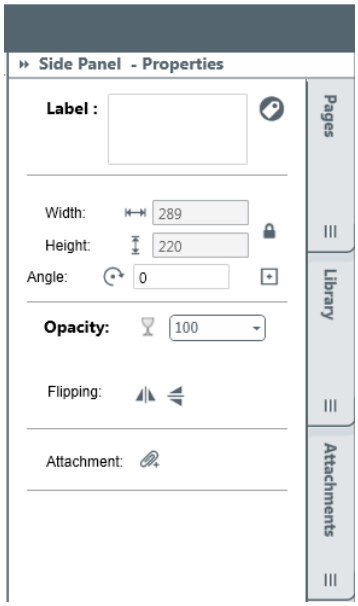
- **Show Label**: To show the selected picture object label on page, click the **Show Label** icon.

Note: Once you click show label icon, the label's formatting control will be displayed.

- **Hide Label**: To hide the selected picture object from page, click the **Hide Label** icon.
- **Font**: To change the font of the picture label, choose a font from the **Font** list.
- **Font Size**: To change the font size of the picture label, choose a value from the **Font Size** list.
- **Line color**: To change the line color of the picture name, choose a color from the **Line color** list. Or follow the following hyperlink choosing colors using standard set.
- **Fill Color**: To change the fill color of the picture name background, choose a color from the **Fill Color** list. Or follow the following hyperlink Choosing colors using standard set but use the fill color button rather than the line color button.
- **Bold**: To embolden the font of the picture label, click the **Bold** icon on the **Properties** tab.
- **Italic**: To italicize the font of the picture label, click the **Italic** icon on the **Properties** tab.
- **Underline**: To add a line under the font of the picture label, click the **Underline** icon on the **Properties** tab.
- **Label Alignment**: Click one of the label alignment options to align the picture's label to right, left, or center inside the picture object .
- **Width**: To change the width of the selected picture object, enter a value from 50-5000 in the **Width** field.
- **Height**: To change the height of the selected picture object, enter a value from 50-5000 in the **Height** field.
- **Opacity**: To change the picture object's opacity, choose one of the values (5-100) from the **Opacity** list.
- **Rotate**: To rotate the selected picture object, enter a rotating angle value from 1-360 in the **Rotate** field. . And to show the object pivot point, click **Show Pivot Point** button after selecting the object.

- **Flip Horizontally**: To flip the selected picture object horizontally, click the **Flip Horizontally** icon .
- **Flip Vertically**: To flip the selected picture object vertically, click the **Flip Vertically** icon .
- **Add Link**: To add a link to the selected picture object, click the **Add a New Attachment** icon .

Note: Refer to the **Object Links** section to know how to add attachments to picture objects.



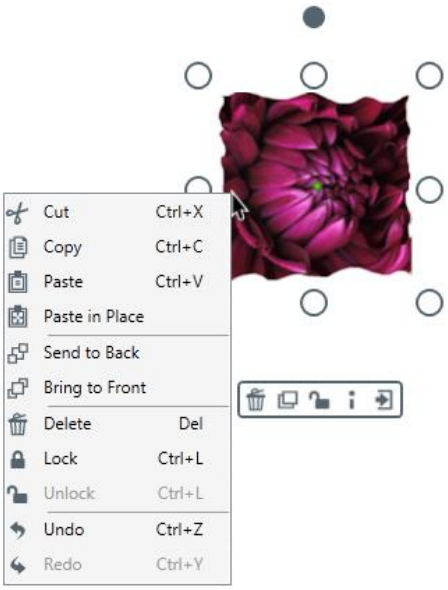
Right Click Menu

Use the object's right click menu to perform commands such as copy, paste, delete, lock, undo and redo in addition to many more. Most of Ketab Studio™ objects share the same right click commands.

Objects' Right Click Menu

To display the right click menu of the most Ketab Studio™ objects:

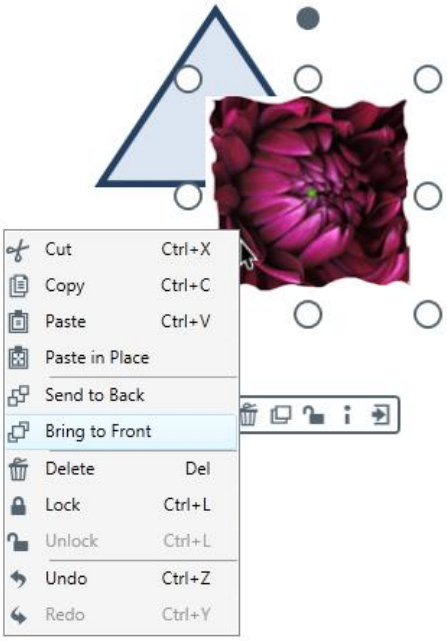
- Click the **Selection** mode on Ketab Studio™ **Toolbox**
- Select the object which you want to display its right click menu.
- Right click the selected object.



- A menu will appear containing the following commands:
- **Cut**: To cut the selected object, click the **Cut** command**.**
- **Copy**: To copy the selected object, click the **Copy** command on the menu.
- **Paste**: To paste an already copied or cut object, click the **Paste** command.
- **Paste in Place**: To paste an already copied or cut object in place, click the **Paste in Place** command.

Note: the **Paste** and **Paste in Place** commands are not activated unless there is a previously copied or cut object(s).

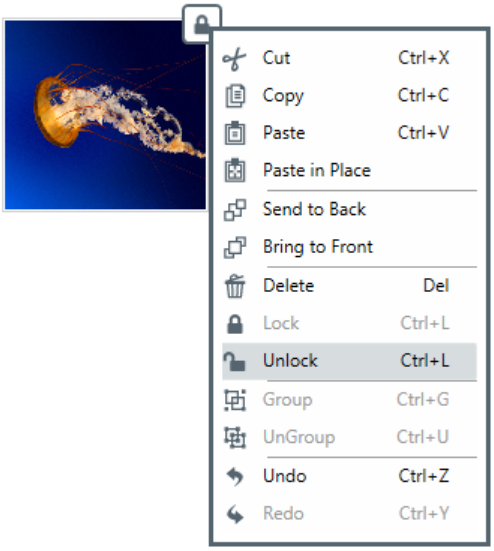
- **Send to Back**: To send the selected object behind another object(s), click the **Send to Back** command.
- **Bring to Front**: To bring the selected object in front of another object(s), click the **Bring to Front** command.



- **Delete**: To delete the selected object, click the **Delete** command.
- **Lock**: To lock the selected object in place, click the **Lock** command.

Note: When an object is locked, only the **Unlock, Undo** and **Redo** commands are activated in the right click menu.

- **Unlock**: To unlock the locked object, right click the object and click the **Unlock** command from the displayed menu or click the **Unlock** icon on the locked object shortcut toolbox.

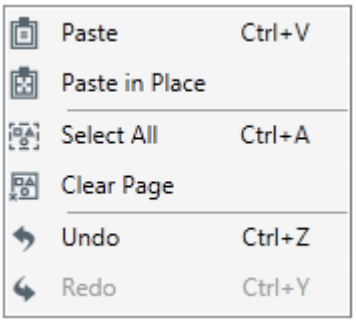


- **Group**: to Select many objects of Ketab Studio™ and interact with them as if they are one object. **(PRO Edition)**
- **Ungroup**: to ungroup objects and interact with one object without changing the other objects. **(PRO Edition)**
- **Undo**: To undo an action done on Ketab Studio™ page, click the **Undo** command.
- **Redo**: To re-execute a previous action(s) that has been cancelled by the **Undo** command, click the **Redo** command.

Page Right Click Menu

To display the page right click menu:

- Right click anywhere on Ketab Studio™ page.



- A menu will appear containing the following commands:
- **Paste**: To paste an already copied or cut object, click the **Paste** command.

- **Paste in Place**: To paste an already copied or cut object in place, click the **Paste in Place** command.

Note: the **Paste** and **Paste in Place** commands are not activated unless there is a previously copied or cut object(s).

- **Select All**: To select all objects on Ketab Studio™ page, click the **Select All** command.
- **Clear all:** To clear all objects on Ketab Studio™ page, click the **Clear All** command.
- **Undo**: To undo an action done on Ketab Studio™ page, click the **Undo** command.
- **Redo**: To re-execute a previous action(s) that has been cancelled by the **Undo** command, click the **Redo** command.

Right Click Menu of Rich Text and Text Edit Mode

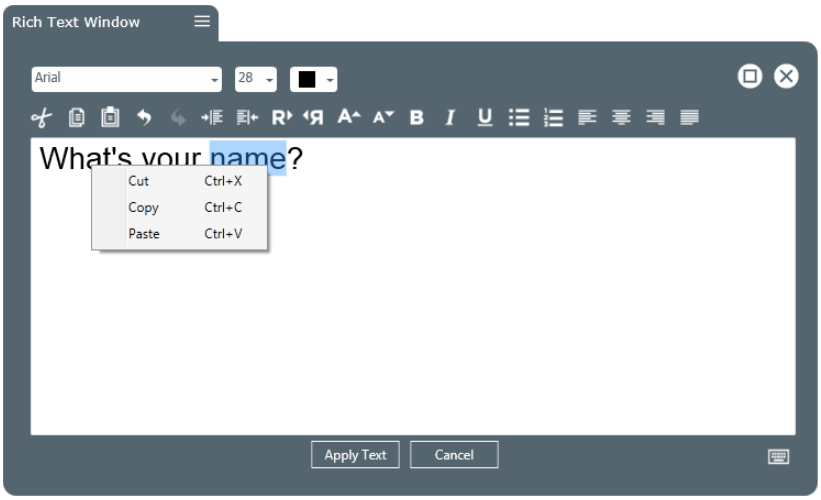
To display the right click menu of a selected text or rich text while in Edit Text mode:

- Click the **Selection** mode on Ketab Studio™ **Toolbox**
- Select a rich text or text's textbox then double click it.

OR

Select the rich text or text's textbox then click the **Edit Text** icon on the shortcut toolbox below the selected textbox.

- Highlight the text which you want to display its right click menu.
- Right click the highlighted text.



- A shortcut menu will appear containing the following commands:
- **Cut**: To cut the highlighted text, click the **Cut** command**.**
- **Copy**: To copy the highlighted text, click the **Copy** command.
- **Paste**: To paste an already copied or cut text from another Ketab Studio™ textbox or another application into the rich text or text's textbox, click the **Paste** command.

Notes:

- The cut or copied texts could be pasted into another textbox in Ketab Studio™ or other application.
- When you paste a text into the **text's** textbox, it will be pasted having the same format of Ketab Studio™ **Text**, whereas if you paste a text into the **RichText** (textbox) it will be pasted having its original formatting.

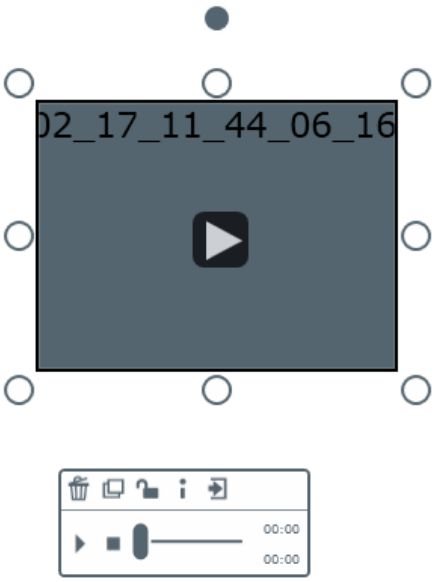
Objects Adorner

When you select an object, it becomes surrounded by a shortcut toolbox and a shortcut toolbox that enables you to perform some commands like delete, duplicate, lock and frame capture in addition to opening the selected object properties on the **Side Panel**.

Objects Recorder Adorner

Select a Recorder object by clicking it. Upon selecting the object Recorder:

- The selected object is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.

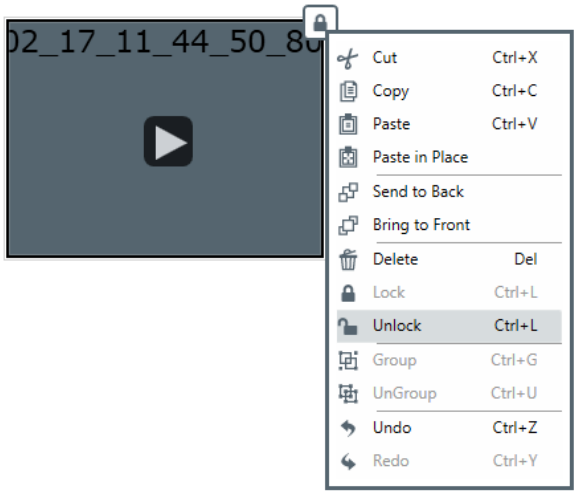


- A shortcut toolbox appears below the recorder object containing the following buttons:
- **Delete**: To delete the recorder object, click the **Delete** icon on the shortcut toolbox below the selected recorder object.
- **Duplicate**: To duplicate the recorder object, click the **Duplicate** icon on the shortcut toolbox below the selected captured object.
- **Properties**: To open the recorder object properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected recorder object.
- **Lock**: To lock the recorder object in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected recorder object.

Note: To unlock the locked recorder object, click the **Unlock** icon appearing on its right top corner;

OR

Right click the locked recorder object and click the **Unlock** command from the displayed menu.



- **Frame Capture**: To capture an image of a certain selected recorder object and add it to the Ketab library, click the Frame Capture icon on the shortcut toolbox below the selected recorder object.
- **Play:** To play a video/audio file from the beginning or from where you paused it, click the **Play** button. It becomes **Pause** button when activated.
- **Pause**: To pause the video/audio file, click the **Pause** button. It becomes Play button when activated. Click **Play** to resume where clip left off.
- **Stop**: To stop and reset the video/audio file to the beginning, click the **Stop** button**.**

Note: The captured object will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured image appears immediately selected in the Ketab library **Content Pane**.

Note: noticed that on pen recorder there is a loop icon to repeat the recording automatically.

Pen and Marker Adorner

Select a freehand object (drawn by a pen or marker) by clicking it. Upon selecting the object:

- The selected freehand object is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the top center of the border.

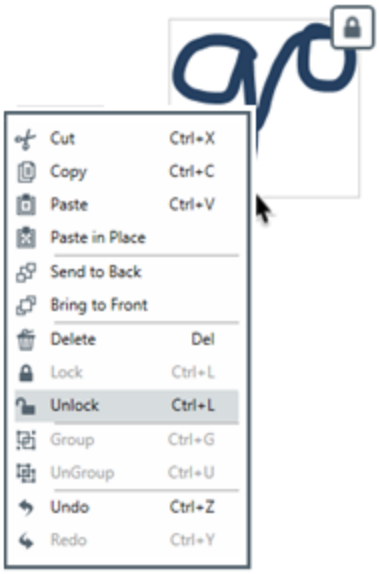
- A shortcut toolbox appears below the freehand object containing the following buttons:
- **Delete**: To delete the selected freehand object, click the **Delete** icon on the shortcut toolbox below the selected freehand object.
- **Duplicate**: To duplicate the selected freehand object, click the **Duplicate** icon on the shortcut toolbox below the selected freehand object.
- **Properties**: To open the selected freehand object properties on the **Side Panel Property** tab, click the information icon on the shortcut toolbox below the selected freehand object.

- **Lock**: To lock the selected freehand object in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected freehand object.

Note: To unlock the locked freehand object, click the **Unlock** icon appearing on its right top corner.

OR

Right click the locked freehand object and click the **Unlock** command from the displayed menu.



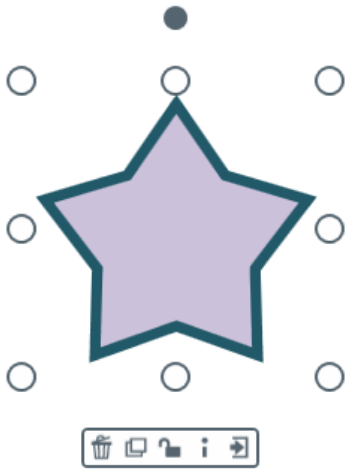
- **Frame Capture**: To capture an image of a certain selected freehand object and add it to the Ketab library, click the **Frame Capture** icon on the shortcut toolbox below the selected freehand object.

Note: The captured image will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured image appears immediately selected in the Ketab library **Content Pane**.

Shape, Line and Arrow Adorner

Select a shape by clicking it. Upon selecting the shape:

- The selected shape is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.

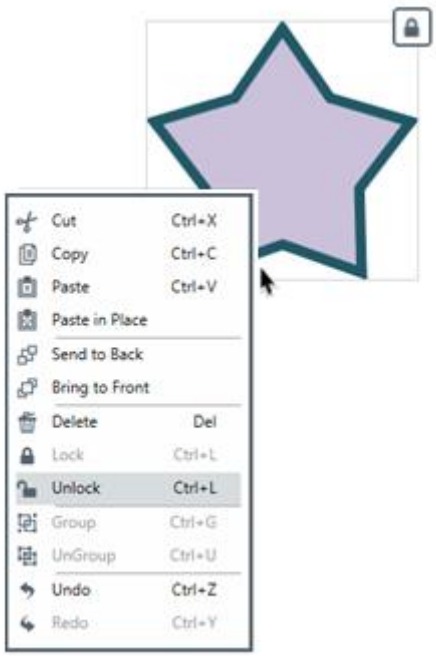


- A shortcut toolbox appears below the selected shape containing the following buttons:
- **Delete**: To delete the selected shape, click the **Delete** icon on the shortcut toolbox below the selected shape.
- **Duplicate**: To duplicate the selected shape, click the **Duplicate** icon on the shortcut toolbox below the selected shape.
- **Properties**: To open the selected shape properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected shape.
- **Lock**: To lock the selected shape in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected shape.

Note: To unlock the locked shape, click the **Unlock** icon appearing on its right top corner.

OR

Right click the locked shape and click the **Unlock** command from the displayed menu.



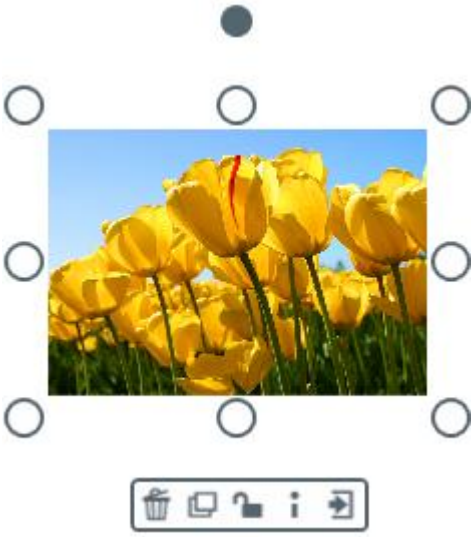
- **Frame Capture**: To capture an image of a certain selected shape and add it to the Ketab library, click the **Frame Capture** icon on the shortcut toolbox below the selected shape.

Note: The captured shape will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured image appears immediately selected in the Ketab library **Content Pane**.

Picture and animated GIF Adorner

Select a picture/animated GIF object by clicking it. Upon selecting the picture/animated GIF:

- The selected picture/animated GIF is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.



- A shortcut toolbox appears below the selected picture/animated GIF containing the following buttons:
- **Delete**: To delete the selected picture/animated GIF, click the **Delete** icon on the shortcut toolbox below the selected picture/animated GIF.
- **Duplicate**: To duplicate the selected picture/animated GIF, click the **Duplicate** icon on the shortcut toolbox below the selected picture/animated GIF.
- **Properties**: To open the selected picture/animated GIF properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected object.
- **Lock**: To lock the selected picture/animated GIF in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected object.

Note: To unlock the locked picture/animated GIF, click the **Unlock** icon appearing on its right top corner;

OR

Right click the locked picture/animated GIF and click the **Unlock** command from the displayed menu.

- **Frame Capture**: To capture an image of a certain selected picture/animated GIF and add it to the Ketab library, click the **Frame Capture** icon on the shortcut toolbox below the selected picture/animated GIF.

Notes:

- The captured picture/animated GIF will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured image appears immediately selected in the Ketab library **Content Pane**.
- The animated GIF shortcut toolbox appears below the selected animated GIF object contains two control buttons one to play it and another to stop playing.

Video and Audio Object Adorner

Select a video/audio object by clicking it. Upon selecting the object:

- The selected video/audio object is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.

- A shortcut toolbox appears below the selected video/audio object containing the following buttons:
- **Delete**: To delete the selected video/audio object, click the **Delete** icon on the shortcut toolbox below the selected object.

- **Duplicate**: To duplicate the selected video/audio object, click the **Duplicate** icon on the shortcut toolbox below the selected video/audio object.
- **Properties**: To open the selected video/audio object properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected video/audio object.
- **Lock**: To lock the selected video/audio object in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected video/audio object.

Note: To unlock the locked video/audio object, click the **Unlock** icon appearing on its right top corner;

OR

Right click the locked video/audio object and click the **Unlock** command from the displayed menu.

- **Frame Capture**: To capture a certain frame of a video and add it to the Ketab library as an image, click the **Frame Capture** icon on the shortcut toolbox below the selected video object.

NOTES:

- The audio shortcut toolbox appears below the selected audio object does not contain **Frame Capture** button.
- The captured video frame will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured video frame appears immediately selected in the Ketab library **Content Pane**.
- **Control Buttons**: control your video/audio file by playing, pausing, stopping and moving it forward or backward:
    - **Move Backward:** To go back to a previous part of the file, click the **Move Backward** button.
    - **Play:** To play a video/audio file from the beginning or from where you paused it, click the **Play** button. It becomes **Pause** button when activated**.**
    - **Pause**: To pause the video/audio file, click the **Pause** button. It becomes **Play** button when activated. Click **Play** to resume where clip left off.
    - **Stop:** To stop and reset the video/audio file to the beginning, click the **Stop** button.
    - **Move Forward:** To advance the video/audio file to the next part, click the **Move Forward** button.
    - **Position Slider:** Use the **Position Slider** to jump closer to the end or the beginning of the video/audio file.

Flash and Flash Video Adorner

Select a flash/flash video object by clicking the surrounding box. Upon selecting the flash/flash video object:

- The selected flash/flash video object is surrounded by a border.

- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).

- A shortcut toolbox appears below the selected flash/flash video object containing the following buttons:
- **Delete**: To delete the selected flash/flash video object, click the **Delete** icon on the shortcut toolbox below the selected flash/flash video object.
- **Duplicate**: To duplicate the selected flash/flash video object, click the **Duplicate** icon on the shortcut toolbox below the selected flash/flash video object.
- **Properties**: To open the selected flash/flash video object properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected flash/flash video object.
- **Lock**: To lock the selected flash/flash video object in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected flash/flash video object.

Note: To unlock the locked flash/flash video object, click the **Unlock** icon appearing on its right top corner;

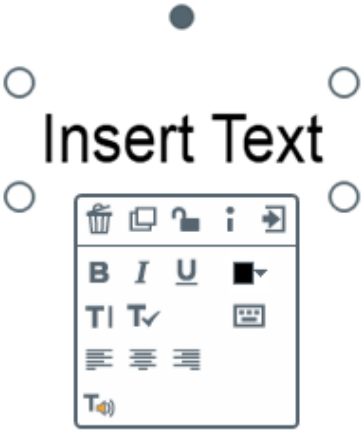
OR

Right click the locked flash/flash video object and click the **Unlock** command from the displayed menu.

Text Adorner

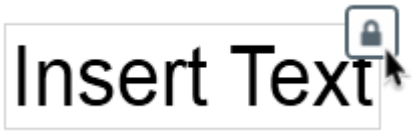
Select any text by clicking it. Upon selecting the text:

- The selected text is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.



- A shortcut toolbox appears below the selected text containing the following buttons:
- **Delete**: To delete the selected text, click the **Delete** icon on the shortcut toolbox below the selected text.
- **Duplicate**: To duplicate the selected text, click the **Duplicate** icon on the shortcut toolbox below the selected text.
- **Properties**: To open the selected text properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected text.
- **Lock**: To lock the selected text in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected text.

Note: To unlock the locked Text object, click the **Unlock** icon appearing on its right top corner;



OR

Right click the locked text object and click the **Unlock** command from the displayed menu.

- **Frame Capture**: To capture an image of a certain selected text and add it to the Ketab library, click the **Frame Capture** icon on the shortcut toolbox below the selected text.

Note: The captured text will be added as an image to a Ketab library folder under Camera bearing the current date. The captured image appears immediately selected in the Ketab library **Content Pane**.

- **Bold**: To embolden the selected text, click the **Bold** button.
- **Italic**: To italicize the selected text, click the **Italic** button.
- **Underline**: To draw a line under the selected text, click the **Underline** button.
- **Font Color**: To change the color of the selected text, click the **Font color** button and choose a color.
- **Edit Text:** To switch to the edit mode, click the **Edit Text** button.

  Note: In the text edit mode, any change that is applied to a selected part of the text applies to the whole text.

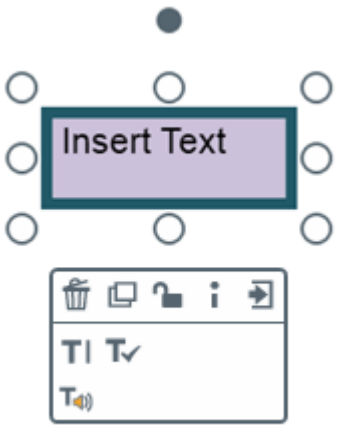
- **Enable and Disable Spell Check**: To enable the spell check option in order to detect spelling mistakes in your text, click the **Spell check** button. Click the **Spell Check** button again to disable the spell checking process
- **Show Keyboard:** To display the keyboard on Ketab Studio™ page, click the **Show Keyboard** button.

- **Text Alignment:** to align the text to the right, left and center, click the desired option .

Rich Text Adorner

Select the rich text object by clicking it. Upon selecting the rich text:

- The selected rich text is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.

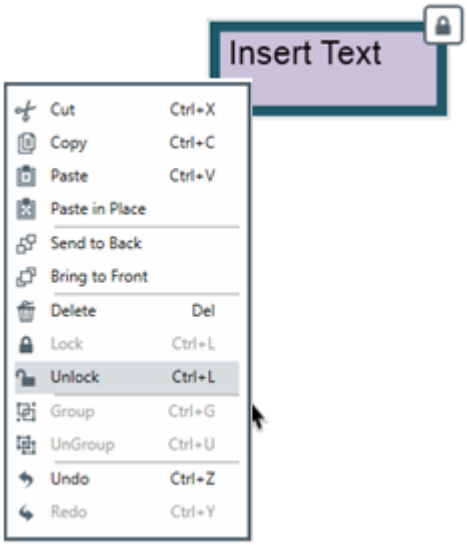


- A shortcut toolbox appears below the selected rich text containing the following buttons:
- **Delete**: To delete the selected rich text, click the **Delete** icon on the shortcut toolbox below the selected rich text.
- **Duplicate**: To duplicate the selected rich text, click the **Duplicate** icon on the shortcut toolbox below the selected rich text.
- **Properties**: To open the selected rich text properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected rich text.
- **Lock**: To lock the selected rich text in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected rich text.

Note: To unlock the locked rich text, click the **Unlock** icon appearing on its right top corner;

OR

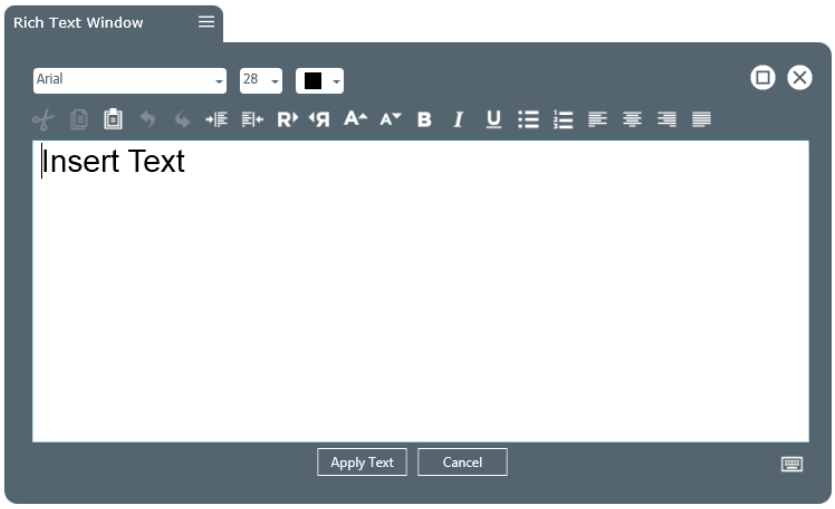
Right click the locked rich text and click the **Unlock** command from the displayed menu.



- **Frame Capture**: To capture an image of a certain selected rich text and add it to the Ketab library, click the **Frame Capture** icon on the shortcut toolbox below the selected rich text.

Note: The captured rich text will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured image appears immediately selected in the Ketab library.

- **Edit Text**: In order to edit all or parts of the text, click the **Edit Text** button. The following window will be displayed.

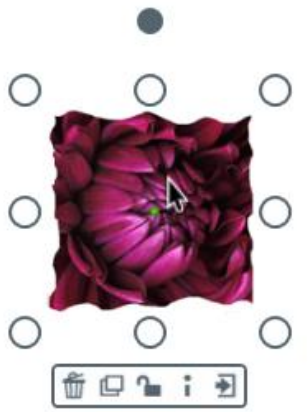


- **Enable and Disable Spell Check**: To enable the spell check option in order to detect spelling mistakes in your text, click the **Spell check** button. Click the **Spell Check** button again to disable the spell checking process.
- **Show keyboard:** To display the keyboard, click the **Show Keyboard** button.

Captured Object Adorner

Select a Captured object by clicking it. Upon selecting the Captured object:

- The selected object is surrounded by a border.
- Resizing handles appear on seven locations on the border (right top corner, left top corner, center right, center left, bottom right corner, bottom left corner and center bottom).
- A rotation handle appears at the center top of the border.



- A shortcut toolbox appears below the captured object containing the following buttons:

- **Delete**: To delete the captured object, click the **Delete** icon on the shortcut toolbox below the selected captured object.

- **Duplicate**: To duplicate the captured object, click the **Duplicate** icon on the shortcut toolbox below the selected captured object.

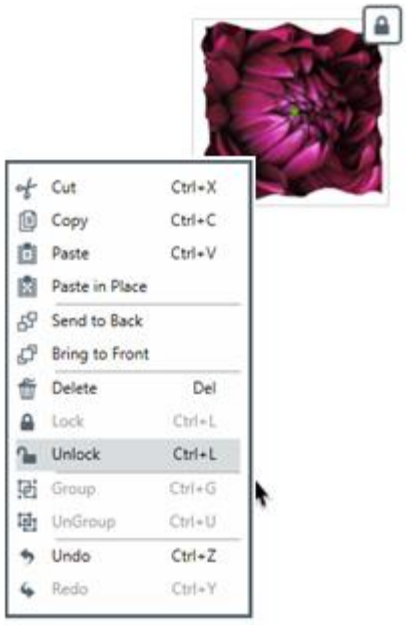
- **Properties**: To open the captured object properties on the **Property** tab, click the information icon on the shortcut toolbox below the selected captured object.

- **Lock**: To lock the captured object in place not allowing it to move, click the **Lock** icon on the shortcut toolbox appearing below the selected captured object.

Note: To unlock the locked captured object, click the **Unlock** icon appearing on its right top corner;

OR

Right click the locked captured object and click the **Unlock** command from the displayed menu.



- **Frame Capture**: To capture an image of a certain selected captured object and add it to the Ketab library, click the **Frame Capture** icon on the shortcut toolbox below the selected captured object.

Note: The captured object will be added as an image to a Ketab library folder under **Camera** bearing the current date. The captured image appears immediately selected in the Ketab library **Content Pane**.

Hot Keys

You can use shortcut keys on the keyboard in order to perform some of Ketab Studio™ commands such as cut, copy, paste and lock in addition to many others.

- **Cut**: To cut a selected object, text or note from Ketab Studio™ page, press **Ctrl + X** on the Keyboard**.**
- **Copy**: To copy a selected object, text or note from Ketab Studio™ page, press **Ctrl + C** on the keyboard.
- **Paste**: To paste an already copied or cut object, text or note into Ketab Studio™, press **Ctrl + V** on the keyboard.
- **Delete**: To delete a selected object, text or note from Ketab Studio™ page, press **DEL** on the keyboard.
- **Lock**: To lock a selected object in place on Ketab Studio™ page, press **Ctrl + L** on the keyboard.
- **Undo**: To undo a previous action(s) performed in Ketab Studio™, press **Ctrl + Z** on the keyboard.
- **Redo**: To re-execute a previous action(s) that has been cancelled by the **Undo** command, press **Ctrl+ Y** on the keyboard.
- **Select All**: To select all objects on Ketab Studio™ page, all notes in the Notes tab or all text in a textbox, press **Ctrl + A** on the keyboard.
- **New Project**: To start a new Ketab Studio™ project press **Ctrl + N** on the keyboard.
- **Open**: To open a saved Ketab Studio™ file, press **Ctrl + O** on the keyboard.
- **Save**: To save a Ketab Studio™ file for the first or to save changes, press **Ctrl + S** on the keyboard.
- **Full Screen**: To switch to the **Full Screen** mode press **F4** on the keyboard.
- **Full Screen Off**: To switch off the **Full Screen** mode press **F4** or **Escape** on the keyboard.
- **Move**: To move a selected object inside Ketab Studio™، press **Shift+ any** of keyboard arrow keys.